

PERSONNEL AND TRAINING BUREAU
PERSONNEL DIVISION

NOTICE

July 20, 2003

RECEIVED

JUL 22 2003

MANAGEMENT SERVICES
DIVISION

TO: All Commanding Officers

FROM: Commanding Officer, Personnel Division

SUBJECT: CIVILIAN PAYGRADE ADVANCEMENT AND TRANSFER OPPORTUNITIES
NOTICE

NOTIFICATION OF VACANCIES

Commanding Officers shall cause this notice of "Advancement and Transfer Opportunities" to be posted in a designated, conspicuous location on the divisional bulletin board for a one-week period and cause a copy to be placed in the Career Opportunities Binder.

Commanding Officers who have, or anticipate, a civilian vacancy must request an exemption to the freeze in order to fill the position through certification of an eligible list, interdepartmental transfer or paygrade advancement. To advertise for any civilian vacancy, a Request for Advertisement of Vacant Civilian Position, must be forwarded through the chain of command to Civilian Employment Section, Personnel Division. Electronic forms for requesting advertisements can be requested from Civilian Employment Section at (213) 485-4084.

Applicants with a medical limitation may, with reasonable accommodations, be capable of performing the essential duties of all/some of the positions in this advertisement. Such determinations will be made on an individual basis in light of the applicant's limitations, the requirements of the position, and the Department's ability to effect reasonable accommodations to the applicant's limitations.

TRANSFER INFORMATION DEADLINE – August 1, 2003
TRANSFER PUBLICATION DISTRIBUTION – August 15, 2003
TRANSFER EFFECTIVE DATE – August 24, 2003

THESE POSITIONS ARE EXEMPTED FROM THE MAYOR'S HIRING FREEZE

MANAGEMENT ANALYST II

Office of the Inspector General	Day Watch	Yolanda Mendo	(213) 473-5063
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SYSTEMS ANALYST II

Audit Division (Administrative Unit)	Day Watch	Sue Sugahara	(213) 485-0644
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PRINCIPAL CLERK POLICE II

Professional Standards Bureau (Administrative Records Section)	Day Watch	Linda Ramirez	(213) 485-4152
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SENIOR CLERK TYPIST

Professional Standards Bureau (Administrative Records Section)	Day Watch	Linda Ramirez	(213) 485-4152
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CLERK TYPIST

Foothill Area (Records Unit)	PM Watch	Sandy McLeod	(818) 756-8867
Van Nuys Area (Records Unit)	AM Watch	Madelen Davis	(818) 756-8313

THESE POSITIONS ARE NOT EXEMPTED FROM THE MAYOR'S HIRING FREEZE

Assignment to the following positions through appointments from Civil Service list, promotion, reversion and paygrade advancement cannot be made without specific authorization from the Mayor. Only lateral transfers to these positions within the Department are exempt from the hiring freeze.

SENIOR MANAGEMENT ANALYST I

Commission Investigation Division (Alarms Section)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
Risk Management Group	Day Watch	Melissa Krance	(213) 978-2106

MANAGEMENT ANALYST II

Hollenbeck Area (CAD Unit)	Day Watch	Elisa Torres	(323) 526-3000
Information and Communications Services Bureau	Day Watch	Rick Provencio	(213) 485-0633
Pacific Area	Day Watch	Micki Saito	(310) 202-4588
Personnel Division (Civilian Personnel Services Section)	Day Watch	Kathy Sheehan	(213) 485-4084
Personnel Group	Day Watch	Sgt. Berglund or Gloria Eclipse	(213) 485-8890
Planning and Research Division (Strategic Planning and Grants Unit) (4/10 schedule available)	Day Watch	Richard Lieboff	(213) 847-4882
Recruitment and Employment Division	Day Watch	Patrick Woo	(213) 485-0570
Southeast Area	Day Watch	Donna Shibuya	(213) 485-6925
Southwest Area (Detective Adjutant)	Day Watch	Det. Webster	(213) 485-2710

Information Technology Division Day Watch Joyce Richardson (213) 847-7905

PRINCIPAL CLERK POLICE III

Records and Identification Division Day Watch Carl Paneno (213) 485-2605

MANAGEMENT ANALYST I

Chief of Support Services Day Watch Stephen Thorne (213) 485-2902
(Will consider Management Assistant or Management Aide in lieu)

Commission Investigation Division Day Watch Yolanda Mendo or (213) 473-5063
(Alarms Section)
(Three positions)
(4/10 schedule available)
(Will consider Management Assistant or Management Aide in lieu)

Consent Decree Bureau Day Watch James Caudill (213) 485-4745

Continuing Education Division Day Watch Kathi Moreland (213) 485-3161

Emergency Command Control Communications System Division Day Watch Sgt. Miles (213) 847-4735

Jail Division Day Watch Mary Keating (213) 485-2545
(Will consider Management Assistant or Management Aide in lieu)

Operations-South Bureau Day Watch Joseph Marrone (213) 485-6990
(COMPSTAT Unit)
(Will consider Management Assistant or Management Aide in lieu)

Personnel Division Day Watch Kathy Sheehan (213) 485-4084
(Civilian Employment Unit)
(Police Student Worker Coordinator)
(Will consider Management Assistant or Management Aide in lieu)

Personnel Division Day Watch Sonia Mendoza (213) 485-3272
(Sworn Personnel Services Section)
(Will consider Management Assistant or Management Aide in lieu)

Personnel Group Day Watch Sgt. Berglund (213) 485-8890
(Will consider Management Assistant or Management Aide in lieu)

Records and Identification Division Day Watch Carl Paneno (213) 485-2605

Wilshire Area Day Watch Lt. Owens (213) 473-0425

PRINCIPAL CLERK POLICE II

Records and Identification Division AM Watch Carl Paneno (213) 485-2605

SECRETARY

Commercial Crimes Division	Day Watch	Steve Mulldorfer	(213) 485-4131
Devonshire Area	Day Watch	Sgt. Dickerson	(818) 756-8281
Harbor Area	Day Watch	Jennifer Ramclam	(310) 548-7601
Office of the Chief of Police (Community Relations Section)	Day Watch	Sgt. Amendola	(213) 485-4101
Operations-Central Bureau	Day Watch	Sgt. Vielma	(213) 485-3101
Pacific Area	Day Watch	Sgt. Deming	(310) 202-4571
Van Nuys Area	Day Watch	Sgt. Gottchalk	(818) 756-9952

MANAGEMENT AIDE

Jail Division	Day Watch	Mary Keating	(213) 485-2551
Valley Traffic Division	Day Watch	Cathy Poulos	(818) 756-8722
West Traffic Division	Day Watch	Adriane Ables	(213) 473-0220

SENIOR CLERK TYPIST

Commercial Crimes Division	Day Watch	Corinne Leinen	(213) 485-4131
Jail Division	Day Watch	Mary Keating	(213) 485-2545
Motor Transport Division (Three positions)	Day Watch	Lisa Folsom	(213) 485-3495
Planning and Research Division (4/10 schedule available) (Parking available)	Day Watch	Valerie Lockhart	(213) 485-2633
Police Commission	Day Watch	Yolanda Mendo	(213) 473-5063
Records and Identification Division (Nine positions)	Various	Carl Paneno	(213) 485-2605

SECURITY OFFICER

Metropolitan Division	Various	Lt. Incontro	(213) 485-5909
Training Division (Davis Training Facility) (4/10 schedule available) (Three positions)	Various	Sgt. Leuck	(818) 832-3751

CLERK TYPIST

Commercial Crimes Division (Three positions)	Day Watch	Corinne Leinen	(213) 485-4131
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CLERK TYPIST (CONT'D)

Critical Incident Investigation Division (9/80 or 4/10 schedule available)	Day Watch	Lt. Dobine	(213) 485-4011
Detective Headquarters Division (DA Liaison Unit) (9/80 schedule available)	Day Watch	Det. Heatherington	(213) 485-4216
Detective Headquarters Division (Court Liaison Unit)	Day Watch	Det. Washington	(213) 485-4201
Fiscal Operations Division (Appropriation Unit)	Day Watch	Juliet Chung	(213) 485-2693
Hollenbeck Area	PM Watch	Pauline Richards	(213) 485-2947
Hollywood Area (Records Unit) (Area Office) (Three positions)	Day Watch	Hope Leal	(213) 485-4311
Information Technology Division	Day Watch	Lorie Tubil	(213) 485-4844
Information Technology Division (Four positions)	Day Watch	Joyce Richardson	(213) 847-7905
Jail Division (Two positions)	Day Watch	Camille Brausam	(213) 485-2547
Juvenile Division (9/80 or 4/10 schedule available)	Day Watch	Aixa Burguan	(213) 485-2801
Narcotics Division (Three positions)	Various	Det. Flynn	(213) 485-3835
Pacific Area	Various	Marlene Greenfield	(310) 202-4518
Personnel Division (Civilian Personnel Services Section) (9/80 schedule available)	Day Watch	Kathy Sheehan	(213) 485-4084
Planning and Research Division (Administrative Unit) (9/80 or 4/10 schedule available)	Day Watch	Sgt. Kelly	(213) 473-6425
Rampart Area	Day Watch	Sharon Green	(213) 485-4071
Recruitment and Employment Division (Administrative Investigation Section) (Two positions)	PM Watch	Kathy Guerra	(213) 847-8107
Scientific Investigation Division (Criminalistics Lab) (Two positions)	Day Watch	VaLoy Aybar	(213) 847-0031

CLERK TYPIST (CONT'D)

Scientific Investigation Division (Criminalistics Lab) (Two positions)	Day Watch	VaLoy Aybar	(213) 847-0031
Scientific Investigation Division (Photographic Unit)	Various	David Adkins	(213) 485-2541
77th Street Area	Day Watch	Denise Smith	(213) 485-4185
77th Street Area	AM Watch	Gloria Jones	(213) 485-4171
Southwest Area	Day Watch	Ernestine Whitfield	(213) 485-2591
Special Operations Support Division	Day Watch	Sgt. Delgadillo	(213) 473-8476
Training Division (4/10 schedule available)	Day Watch	Denise Sinclair	(310) 342-3001
Training Division	Day Watch	Rosalyn Hawes	(310) 342-3086
Van Nuys Area (Records Unit)	Day Watch	Madelene Davis	(818) 756-8313
West Valley Area (Records Unit)	Day Watch	Janet Griffiths	(818) 756-8551

MAINTENANCE LABORER

Training Division (Davis Training Facility) (4/10 schedule available) (Two positions)	Day Watch	Sgt. Bogstad	(818) 832-3744
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THOM BRENNAN, Police Administrator
Commanding Officer
Personnel Division

Distribution "B"
Disk: PAYGRADE

PERSONNEL AND TRAINING BUREAU
PERSONNEL DIVISION

JUL 23 2003

NOTICE

July 13, 2003



TO: All Commanding Officers

FROM: Commanding Officer, Personnel Division

**SUBJECT: CIVILIAN PAYGRADE ADVANCEMENT AND TRANSFER OPPORTUNITIES
NOTICE**

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TRANSFER EFFECTIVE DATE – August 24, 2003

THESE POSITIONS ARE EXEMPTED FROM THE MAYOR'S HIRING FREEZE

MANAGEMENT ANALYST II

Facilities Management Division	Day Watch	Sharon Harper	(213) 482-7394
(Two positions)		Nadine Hernandez	(213) 482-7392
(Last day to apply 7/15/03)			

SYSTEMS ANALYST II

Audit Division	Day Watch	Sue Sugahara	(213) 485-0644
(Administrative Unit)			

PRINCIPAL CLERK POLICE II

Professional Standards Bureau	Day Watch	Linda Ramirez	(213) 485-4152
(Administrative Records Section)			

SENIOR CLERK TYPIST

Professional Standards Bureau (Administrative Records Section)	Day Watch	Linda Ramirez	(213) 485-4152
West Los Angeles Area	Day Watch	Det. Brumagin or Grace Quan	(310) 575-8441

CLERK TYPIST

Van Nuys Area (Records Unit)	AM Watch	Madelen Davis	(818) 756-8313
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SENIOR MANAGEMENT ANALYST I

Commission Investigation Division (Alarms Section)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
Professional Standards Bureau (Advocate Section)	Day Watch	Lt. Harer	(213) 473-3822
Risk Management Group	Day Watch	Melissa Krance	(213) 978-2106

MANAGEMENT ANALYST II

Hollenbeck Area (CAD Unit)	Day Watch	Elisa Torres	(323) 526-3000
Pacific Area	Day Watch	Micki Saito	(310) 202-4588
Personnel Division (Civilian Personnel Services Section)	Day Watch	Kathy Sheehan	(213) 485-4084
Personnel Group	Day Watch	Sgt. Berglund or Gloria Eclipse	(213) 485-8890
Planning and Research Division (Strategic Planning and Grants Unit) (4/10 schedule available)	Day Watch	Richard Lieboff	(213) 847-4882
Recruitment and Employment Division	Day Watch	Gwendolyn Perry	(213) 473-4338
Southeast Area	Day Watch	Donna Shibuya	(213) 485-6925
Southwest Area (Detective Adjutant)	Day Watch	Det. Webster	(213) 485-2710

SYSTEMS ANALYST II

Information Technology Division	Day Watch	Joyce Richardson	(213) 847-7905
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PRINCIPAL CLERK POLICE III

Records and Identification Division	PM Watch	Carl Paneno	(213) 485-2605
<u>MANAGEMENT ANALYST I</u>			
Commission Investigation Division (Alarms Section) (Three positions) (4/10 schedule available) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
Consent Decree Bureau	Day Watch	James Caudill	(213) 485-4745
Emergency Command Control Communications System Division	Day Watch	Sgt. Miles	(213) 847-4735
Jail Division (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Mary Keating	(213) 485-2545
Operations-South Bureau (COMPSTAT Unit) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Joseph Marrone	(213) 485-6990
Personnel Division (Civilian Employment Unit) (Police Student Worker Coordinator) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Kathy Sheehan	(213) 485-4084
Personnel Division (Sworn Personnel Services Section) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sonia Mendoza	(213) 485-3272
Personnel Group (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sgt. Berglund	(213) 485-8890
Records and Identification Division	Day Watch	Carl Paneno	(213) 485-2605
Special Operations Support Division	Day Watch	Sgt. Delgadillo	(213) 473-8476
Wilshire Area	Day Watch	Lt. Ludwig	(213) 473-0425
<u>PRINCIPAL CLERK POLICE II</u>			
Records and Identification Division	AM Watch	Carl Paneno	(213) 485-2605
<u>SECRETARY</u>			
Devonshire Area	Day Watch	Sgt. Dickerson	(818) 756-8281
Harbor Area	Day Watch	Jennifer Ramclam	(310) 548-7601
Office of the Chief of Police (Community Relations Section)	Day Watch	Sgt. Amendola	(213) 485-4101

SECRETARY (CONT'D)

Operations-Central Bureau	Day Watch	Sgt. Vielma	(213) 485-3101
Pacific Area	Day Watch	Sgt. Deming	(310) 202-4571
Van Nuys Area	Day Watch	Sgt. Gottchalk	(818) 756-9952

MANAGEMENT AIDE

Jail Division	Day Watch	Mary Keating	(213) 485-2551
Valley Traffic Division	Day Watch	Cathy Poulos	(818) 756-8722
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SENIOR CLERK TYPIST

Commercial Crimes Division	Day Watch	Corinne Leinen	(213) 485-4131
Jail Division	Day Watch	Mary Keating	(213) 485-2545
Motor Transport Division (Three positions)	Day Watch	Lisa Folsom	(213) 485-3495
Planning and Research Division (4/10 schedule available) (Parking available)	Day Watch	Valerie Lockhart	(213) 485-2633
Police Commission	Day Watch	Yolanda Mendo	(213) 473-5063
Records and Identification Division (Nine positions)	Various	Carl Paneno	(213) 485-2605

SECURITY OFFICER

Metropolitan Division	Various	Lt. Incontro	(213) 485-5909
Training Division (Davis Training Facility) (4/10 schedule available) (Three positions)	Various	Sgt. Leuck	(818) 832-3751

CLERK TYPIST

Commercial Crimes Division (Two positions)	Day Watch	Corinne Leinen	(213) 485-4131
Critical Incident Investigation Division	Day Watch	Lt. Dobine	(213) 485-4011
Detective Headquarters Division (DA Liaison Unit) (9/80 schedule available)	Day Watch	Det. Heatherington	(213) 485-4216
Detective Headquarters Division (Court Liaison Unit)	Day Watch	Det. Washington	(213) 485-4201

CLERK TYPIST (CONT'D)

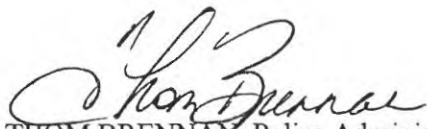
Fiscal Operations Division (Appropriation Unit)	Day Watch	Juliet Chung	(213) 485-2693
Hollenbeck Area	PM Watch	Pauline Richards	(213) 485-2947
Hollywood Area (Records Unit) (Area Office) (Two positions)	Day Watch	Hope Leal	(213) 485-4311
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Juvenile Division	Day Watch	Det. Castrillo	(818) 756-8748
Narcotics Division (Three positions)	Various	Det. Flynn	(213) 485-3835
Pacific Area	Various	Marlene Greenfield	(310) 202-4518
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Training Division	AM Watch	Rosalyn Hawes	(310) 342-3086
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MAINTENANCE LABORER

Training Division (Davis Training Facility) (4/10 schedule available) (Two positions)	Day Watch	Sgt. Bogstad	(818) 832-3744
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THOM BRENNAN, Police Administrator
Commanding Officer
Personnel Division

Distribution "B"
Disk: PAYGRADE

PERSONNEL AND TRAINING BUREAU
PERSONNEL DIVISION

NOTICE



RECEIVED

JUL 07 2003

MANAGEMENT SERVICES
DIVISION

TO: All Commanding Officers

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Facilities Management Division (Two positions) (Last day to apply 7/15/03)	Day Watch	Sharon Harper Nadine Hernandez	(213) 482-7394 (213) 482-7392
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Inspector General	Day Watch	Yolanda Mendo	(213) 473-5063
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PRINCIPAL CLERK POLICE II

Professional Standards Bureau (Administrative Records Section)	Day Watch	Linda Ramirez	(213) 485-4152
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SENIOR CLERK TYPIST

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Information Technology Division Day Watch Joyce Richardson (213) 847-7905

PRINCIPAL CLERK POLICE III

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(Records Unit)

Records and Identification Division PM Watch Carl Paneno (213) 485-2605

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Communications System Division

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(9/80 schedule available)

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SECRETARY

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WAREHOUSE AND TOOLROOM WORKER I

Fiscal Operations Division	Day Watch	David Telles	(213) 485-6874
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SECURITY OFFICER

Metropolitan Division	Various	Lt. Incontro	(213) 485-5909
Training Division (Davis Training Facility) (4/10 schedule available) (Three positions)	Various	Sgt. Leuck	(818) 832-3751

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Information Technology Division (Four positions)	Day Watch	Joyce Richardson	(213) 847-7905
Jail Division (Two positions)	Day Watch	Camille Brausam	(213) 485-2547
Juvenile Division (9/80 or 4/10 schedule available)	Day Watch	Aixa Burguan	(213) 485-2801
Juvenile Division	Day Watch	Det. Castrillo	(818) 756-8748
Narcotics Division (Three positions)	Various	Det. Flynn	(213) 485-3835
Pacific Area	Various	Marlene Greenfield	(310) 202-4518
Personnel Division (Civilian Personnel Services Section) (9/80 schedule available)	Day Watch	Kathy Sheehan	(213) 485-4084
Planning and Research Division	Day Watch	Sgt. Kelly	(213) 473-6425
Rampart Area	Day Watch	Sharon Green	(213) 485-4071
Recruitment and Employment Division (Administrative Investigation Section) (Two positions)	PM Watch	Kathy Guerra	(213) 847-8107
Scientific Investigation Division (Criminalistics Lab) (Two positions)	Day Watch	VaLoy Aybar	(213) 847-0031
Scientific Investigation Division (Photographic Unit)	Various	David Adkins	(213) 485-2541
77th Street Area	Day Watch	Denise Smith	(213) 485-4185

CLERK TYPIST (CONT'D)

77th Street Area	AM Watch	Gloria Jones	(213) 485-4171
Training Division (4/10 schedule available)	Day Watch	Denise Sinclair	(310) 342-3001
Training Division	AM Watch	Rosalyn Hawes	(310) 342-3086
Van Nuys Area (Records Unit)	Day Watch	Madelene Davis	(818) 756-8313
West Valley Area (Records Unit)	Day Watch	Janet Griffiths	(818) 756-8551

MAINTENANCE LABORER

Training Division (Davis Training Facility) (4/10 schedule available) (Two positions)	Day Watch	Sgt. Bogstad	(818) 832-3744
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THOM BRENNAN, Police Administrator
Commanding Officer
Personnel Division

Distribution "B"
Disk: PAYGRADE

PERSONNEL AND TRAINING BUREAU
PERSONNEL DIVISION



July 3, 2003

NOTICE
2.3.1

TO: All Commanding Officers

FROM: Commanding Officer, Personnel Division

RECEIVED
JUL 07 2003
MANAGEMENT SERVICES
DIVISION

SUBJECT: SWORN PAYGRADE ADVANCEMENT AND TRANSFER
OPPORTUNITIES

NOTIFICATION OF VACANCIES

Commanding Officers shall cause this notice of "Advancement and Transfer Opportunities" to be read at all roll calls for three successive days and then cause the notice to be posted in a designated, conspicuous location on the divisional bulletin board for a one-week period and cause a copy to be filed in the Career Opportunities Binder.

All personnel are reminded that they may not apply for advanced paygrade assignments until AFTER they have met the minimum period of service for that paygrade as outlined in 3/763.05 of the Department Manual. Detective personnel are reminded that they may not apply for advanced paygrade assignments until AFTER they have met the minimum requirements outlined in Administrative Order No. 1, dated January 31, 2002, and entitled, "Training Requirements for Detective Supervisors."

TRANSFER DEADLINES

TRANSFER SUBMITTAL DEADLINE – FRIDAY, AUGUST 1ST
TRANSFER PUBLICATION AND DISTRIBUTION – THURSDAY, AUGUST 14TH
TRANSFER EFFECTIVE DATE – SUNDAY, AUGUST 24TH

Applicants are reminded to apply for advertised positions within 10 calendar days of the date of the advertisement. Any appointment made as a result of an advertisement must become effective within 60 days of the date the interviews are held, or the position must be readvertised.

POLICY ON MULTIPLE TRANSFER (FORM 1.40) REQUESTS: Employees should be aware that if they have more than one transfer request on file at Position Control and are transferred into one of the requested divisions, all remaining transfer requests will be removed from the file. For example, a Police Officer II submits five (5) transfer requests, one for each of the Valley Areas. When the officer is transferred to the first available opening of his/her choice, the other four transfers are canceled.

THESE POSITIONS ARE EXEMPT FROM THE MAYOR'S HIRING FREEZE

LIEUTENANT II

OFFICER IN CHARGE

(1) AUDIT DIVISION

Contact: Ms. Sugahara at (213) 485-0644

(1) HOLLYWOOD AREA/VICE UNIT

Contact: Ms. Scimonetti at (213) 485-4301

LIEUTENANT II

VICE COORDINATOR

(1) OPERATIONS-WEST BUREAU

Contact: Sergeant Adams at (213) 473-0277

DETECTIVE III

ASSISTANT OFFICER IN CHARGE

(1) OPERATIONS-WEST BUREAU

Contact: Lieutenant Cremins at (213) 473-0277

(4) PROFESSIONAL STANDARDS BUREAU

Contact: Ms. Velasquez at (213) 473-6673

DETECTIVE III

DETECTIVE COORDINATOR

(1) OPERATIONS-WEST BUREAU

Contact: Lieutenant Cremins at (213) 473-0277

DETECTIVE III

JUVENILE TABLE COORDINATOR

(1) OPERATIONS-WEST BUREAU

Contact: Detective Scott at (213) 473-0277

(RE-RUN)

SERGEANT II

ASSISTANT WATCH COMMANDER

(2) OPERATIONS-VALLEY BUREAU

Contact: Detective Neglia at (818) 756-8063

SERGEANT II

OFFICER IN CHARGE

(1) 77TH STREET AREA

Contact: Ms. Dixon at (213) 485-4185

SERGEANT II

OFFICER IN CHARGE

CONT'D

(3) AUDIT DIVISION

Contact: Ms. Sugahara at (213) 485-0644

SERGEANT II

SUPERVISOR

(1) RAMPART AREA/VICE UNIT

Contact: Mr. Laskodi at (213) 637-0019

DETECTIVE II

CIVIL INVESTIGATOR

(4) RISK MANAGEMENT GROUP

Contact: Detective Baeza at (213) 978-7080

DETECTIVE II

OFFICER IN CHARGE

(1) AUDIT DIVISION

Contact: Ms. Sugahara at (213) 485-0644

DETECTIVE II

DETECTIVE SUPERVISOR

(1) DEVONSHIRE AREA

Contact: Lieutenant Eddy at (818) 756-8291

(1) WILSHIRE AREA

Contact: Ms. Saucier at (213) 485-4033

(RE-RUN)

POLICE OFFICER III+I

SENIOR LEAD OFFICER

(1) NORTHEAST AREA

Contact: Ms. Walsh at (213) 485-3131

(RE-RUN)

POLICE OFFICER III+1

SENIOR LEAD OFFICER CONT'D

(1) WEST LOS ANGELES

Contact: Sergeant Hollis at (310) 575-8423

POLICE OFFICER III

ASSISTANT ABATEMENT COORDINATOR

(1) OPERATIONS-WEST BUREAU

Contact: Sergeant Adams at (213) 473-0277

POLICE OFFICER III

ASSISTANT VICE COORDINATOR

(1) OPERATIONS-WEST BUREAU

Contact: Sergeant Adams at (213) 473-0277

POLICE OFFICER III

FOOTBEAT FIELD TRAINING OFFICER

(1) HARBOR AREA

Contact: Sergeant Woodyard at (310) 548-7601

POLICE OFFICER III

FIELD TRAINING OFFICER

(2) SOUTHEAST AREA

Contact: Sergeant Kiley at (213) 485-6923

(2) SOUTHWEST AREA

Contact: Sergeant Jones at (213) 485-2581

(1) SOUTH TRAFFIC DIVISION

Contact: Ms. Rhyne at (213) 485-7418

(2) VAN NUYS AREA

Contact: Sergeant Gottschalk at (818) 756-9952

(2) WEST VALLEY AREA

Contact: Sergeant Roth at (818) 756-8541

(2) 77TH STREET AREA

Contact: Mr. Evans at (213) 485-4185

POLICE OFFICER III

GANG OFFICER

(1) DEVONSHIRE AREA

Contact: Lieutenant Moss/Sergeant Masi at (818) 756-8291

(1) FOOTHILL AREA

Contact: Ms. Moore at (818) 756-8860

POLICE OFFICER III

GANG OFFICER

CONT'D

(1) HARBOR AREA

Contact: Lieutenant Tingrides at (310) 548-7504

(1) NEWTON AREA

Contact: Ms. Heib at (323) 846-3940

(1) WILSHIRE AREA

Contact: Ms. Saucier at (213) 485-4033

POLICE OFFICER III

J-CAR OFFICER

(1) NEWTON AREA

Contact: Detective Valle at (323) 846-6579

(NOTE: P.M. WATCH.)

POLICE OFFICER III

SENIOR DESK OFFICER

(1) WEST VALLEY AREA

Contact: Sergeant Roth/Ms. Vasquez at (818) 756-8541

(RE-RUN)

(1) NORTH HOLLYWOOD AREA

Contact: Ms. Wells at (818) 623-4093

POLICE OFFICER III

TRAINING COORDINATOR

(1) SOUTH TRAFFIC DIVISION

Contact: Ms. Rhyne at (213) 485-7418

POLICE OFFICER III

VICE INVESTIGATOR

(2) CENTRAL AREA

Contact: Sergeant McAlpine at (213) 485-3291

(RE-RUN)

(1) NORTHEAST AREA

Contact: Ms. Walsh at (213) 485-3131

POLICE OFFICER III

VICE INVESTIGATOR

CONT'D

(1) NORTH HOLLYWOOD AREA

Contact: Ms. Wells at (818) 623-4093

POLICE OFFICER II

SEU ADMINISTRATIVE OFFICER

(1) OPERATIONS-VALLEY BUREAU

Contact: Detective Parks at (818) 756-7776

POLICE OFFICER II

COMMUNITY LIAISON OFFICER

(1) COMMUNITY RELATIONS SECTION

(RE-RUN)

Contact: Sergeant Amendola at (213) 485-4101

POLICE OFFICER II

COURT LIAISON OFFICER

(1) SPECIAL OPERATIONS SUPPORT DIVISION

Contact: Sergeant Cook at (213) 485-3175

POLICE OFFICER II

ENFORCEMENT OFFICER

(2) COMMISSION INVESTIGATION DIVISION

(RE-RUN)

Contact: Ms. Mendo/Ms. Munoz at (213) 473-5063

POLICE OFFICER II

FIELD OFFICER ADMINISTRATION UNIT

(1) TRAINING DIVISION

Contact: Ms. Daniels at (310) 665-0365

POLICE OFFICER II

FIREARMS INSTRUCTOR

(2) TRAINING DIVISION

Contact: Sergeant Delvecchio at (818) 832-3741

(NOTE: 4/10 SCHEDULE AVAILABLE.)

POLICE OFFICER II

SPANISH INSTRUCTOR

(1) TRAINING DIVISION

Contact: Ms. Sinclair at (310) 342-3001

THESE POSITIONS ARE NOT EXEMPT FROM THE MAYOR'S HIRING FREEZE. ONLY LATERAL TRANSFERS MAY BE CONSIDERED FOR THE FOLLOWING POSITIONS.

LIEUTENANT I

CONSENT DECREE MONITOR

(1) DETECTIVE BUREAU

Contact: Lieutenant Geggie at (213) 847-4491

DETECTIVE II

DETECTIVE SUPERVISOR

(1) COMMERCIAL CRIMES DIVISION

Contact: Lieutenant Edgar at (213) 485-2524

SERGEANT I

OFFICER IN CHARGE

(1) CONTINUING EDUCATION DIVISION/ADMINISTRATIVE SECTION

Contact: Lieutenant Frank at (213) 847-4247

SERGEANT II

CAPTAIN'S ADJUTANT

(1) OMBUDS

Contact: Sergeant Ulrich at (213) 485-3207

POLICE OFFICER III

COMPSTAT UNIT MEMBER

(1) CRIME ANALYSIS SECTION

Contact: Detective Pichardo at (213) 847-0080

(RE-RUN)

POLICE OFFICER III

DETECTIVE TRAINEE

(3) JUVENILE DIVISION

Contact: Detective Leberknight/Pauly at (213) 485-4220

POLICE OFFICER III

FIELD TRAINING OFFICER

(1) TRAINING DIVISION

Contact: Ms. Daniels at (310) 665-0365

POLICE OFFICER III

FIREARMS INSTRUCTOR

(1) TRAINING DIVISION

Contact: Sergeant Delvecchio at (818) 832-3741

POLICE OFFICER III

INSTRUCTOR

(1) CONTINUING EDUCATION DIVISION

Contact: Ms. Moreland at (213) 485-3161

POLICE OFFICER III

STAFF WRITER

(2) CONTINUING EDUCATION DIVISION

Contact: Sergeant Cunningham at (213) 485-3556

(1 RE-RUN)

POLICE OFFICER III

STAFF WRITER/INSTRUCTOR

(1) CONTINUING EDUCATION DIVISION

Contact: Sergeant Sayre at (213) 485-3163

POLICE OFFICER III

TRAINING INSTRUCTOR

(1) TRAINING DIVISION

Contact: Ms. Sinclair at (310) 342-3001

(RE-RUN)

POLICE OFFICER 2+II

TACTICAL FLIGHT OFFICER

(4) AIR SUPPORT DIVISION

Contact: Ms. Reyes at (213) 485-2011

(RE-RUN)



THOM BRENNAN, Police Administrator
Commanding Officer
Personnel Division

Distribution "B"

PERSONNEL AND TRAINING BUREAU
PERSONNEL DIVISION

NOTICE



TO: All Commanding Officers

FROM: Commanding Officer, Personnel Division

MANAGEMENT SERVICES DIVISION

**SUBJECT: CIVILIAN PAYGRADE ADVANCEMENT AND TRANSFER OPPORTUNITIES
NOTICE**

NOTIFICATION OF VACANCIES

Commanding Officers shall cause this notice of "Advancement and Transfer Opportunities" to be posted in a designated, conspicuous location on the divisional bulletin board for a one-week period and cause a copy to be placed in the Career Opportunities Binder.

Commanding Officers who have, or anticipate, a civilian vacancy must request an exemption to the freeze in order to fill the position through certification of an eligible list, interdepartmental transfer or paygrade advancement. To advertise for any civilian vacancy, a Request for Advertisement of Vacant Civilian Position, must be forwarded through the chain of command to Civilian Employment Section, Personnel Division. Electronic forms for requesting advertisements can be requested from Civilian Employment Section at (213) 485-4084.

Applicants with a medical limitation may, with reasonable accommodations, be capable of performing the essential duties of all/some of the positions in this advertisement. Such determinations will be made on an individual basis in light of the applicant's limitations, the requirements of the position, and the Department's ability to effect reasonable accommodations to the applicant's limitations.

TRANSFER INFORMATION DEADLINE – July 3, 2003
TRANSFER PUBLICATION DISTRIBUTION – July 18, 2003
TRANSFER EFFECTIVE DATE – July 27, 2003

THESE POSITIONS ARE EXEMPTED FROM THE MAYOR'S HIRING FREEZE

MANAGEMENT ANALYST II

Facilities Management Division (Two positions)	Day Watch	Sharon Harper Nadine Hernandez	(213) 482-7394 (213) 482-7392
Inspector General	Day Watch	Yolanda Mendo	(213) 473-5063
Newton Area (CAD Unit)	Day Watch	Julie Cabata	(323) 846-6589
Police Commission	Day Watch	Yolanda Mendo	(213) 473-5063

PRINCIPAL CLERK POLICE II

Professional Standards Bureau Day Watch Linda Ramirez (213) 485-4152
(Administrative Records Section)

SENIOR CLERK TYPIST

Professional Standards Bureau Day Watch Linda Ramirez (213) 485-4152
(Administrative Records Section)

West Los Angeles Area Day Watch Det. Brumagin or (310) 575-8441
Grace Quan

CLERK TYPIST

Van Nuys Area AM Watch Madelen Davis (818) 756-8313
(Records Unit)

THESE POSITIONS ARE NOT EXEMPTED FROM THE MAYOR'S HIRING FREEZE

Assignment to the following positions through appointments from Civil Service list, promotion, reversion and paygrade advancement cannot be made without specific authorization from the Mayor. Only lateral transfers to these positions within the Department are exempt from the hiring freeze.

SENIOR MANAGEMENT ANALYST I

Commission Investigation Division Day Watch Yolanda Mendo or (213) 473-5063
(Alarms Section) Donna Munoz

Professional Standards Bureau Day Watch Lt. Harer (213) 473-3822
(Advocate Section)

Risk Management Group Day Watch Melissa Krance (213) 978-2106

MANAGEMENT ANALYST II

Continuing Education Division Day Watch Dawn Eck (213) 485-3149
(9/80 or 4/10 schedule available)

Devonshire Area Day Watch Lt. Eddy (818) 756-8291
(Detective Adjutant)

Hollenbeck Area Day Watch Elisa Torres (323) 526-3000
(CAD Unit)

North Hollywood Area Day Watch Vicki Keoseian (818) 623-4006
(Area Office)

Operations-Central Bureau Day Watch Det. Hones (213) 485-2651
(Administrative Unit)

Personnel Division Day Watch Kathy Sheehan (213) 485-4084
(Civilian Employment Unit)

MANAGEMENT ANALYST II (CONT'D)

Planning and Research Division (Strategic Planning and Grants Unit) (4/10 schedule available)	Day Watch	Richard Lieboff	(213) 847-4882
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Southeast Area	Day Watch	Donna Shibuya	(213) 485-6925
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Southwest Area (Detective Adjutant)	Day Watch	Det. Webster	(213) 485-2710
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SYSTEMS ANALYST II

Information Technology Division	Day Watch	Joyce Richardson	(213) 847-7905
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PRINCIPAL CLERK POLICE III

Records and Identification Division	PM Watch	Carl Paneno	(213) 485-2605
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MANAGEMENT ANALYST I

Commission Investigation Division (Alarms Section) (Three positions) (4/10 schedule available) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
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Consent Decree Bureau	Day Watch	James Caudill	(213) 485-4745
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Emergency Command Control Communications System Division	Day Watch	Sgt. Miles	(213) 847-4735
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Jail Division (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Mary Keating	(213) 485-2545
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Operations-South Bureau (COMPSTAT Unit) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Joseph Marrone	(213) 485-6990
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Personnel Division (Civilian Employment Unit) (Police Student Worker Coordinator) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Kathy Sheehan	(213) 485-4084
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Personnel Division (Sworn Personnel Services Section) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sonia Mendoza	(213) 485-3272
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Personnel Group (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sgt. Berglund	(213) 485-8890
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Records and Identification Division	Day Watch	Carl Paneno or Remi Craig	(213) 485-2605
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Van Nuys Area (CAD Unit) (Will consider Management Assistant or Management Aide in lieu) (9/80 schedule available)	Day Watch	Gina Gautier	(818) 756-7760
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MANAGEMENT ANALYST I (CONT'D)

Wilshire Area	Day Watch	Lt. Ludwig	(213) 473-0425
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PRINCIPAL CLERK POLICE II

Records and Identification Division	AM Watch	Carl Paneno	(213) 485-2605
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SECRETARY

Devonshire Area	Day Watch	Sgt. Dickerson	(818) 756-8281
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Office of the Chief of Police (Community Relations Section)	Day Watch	Sgt. Amendola	(213) 485-4101
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Operations-Central Bureau	Day Watch	Sgt. Vielma	(213) 485-3101
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Pacific Area	Day Watch	Sgt. Deming	(310) 202-4571
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Van Nuys Area	Day Watch	Rebecca Buchak	(818) 756-9952
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MANAGEMENT AIDE

Jail Division	Day Watch	Mary Keating	(213) 485-2551
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Valley Traffic Division	Day Watch	Cathy Poulos	(818) 756-8722
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West Traffic Division	Day Watch	Adriane Ables	(213) 473-0220
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SENIOR CLERK TYPIST

Commercial Crimes Division	Day Watch	Corinne Leinen	(213) 485-4131
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Jail Division	Day Watch	Mary Keating	(213) 485-2545
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Motor Transport Division (Three positions)	Day Watch	Lisa Folsom	(213) 485-3495
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Personnel Division (Personnel Records Section) (Three positions)	Various	Monica Lee	(213) 485-5245
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Records and Identification Division (Nine positions)	Various	Carl Paneno	(213) 485-2605
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WAREHOUSE AND TOOLROOM WORKER I

Fiscal Operations Division	Day Watch	David Telles	(213) 485-6874
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SECURITY OFFICER

Metropolitan Division	Various	Lt. Incontro	(213) 485-5909
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Training Division (Davis Training Facility) (4/10 schedule available) (Three positions)	Various	Sgt. Leuck	(818) 832-3751
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CLERK TYPIST

Commercial Crimes Division (Two positions)	Day Watch	Corinne Leinen	(213) 485-4131
Commission Investigation Division (Alarms Section)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
Detective Headquarters Division (DA Liaison Unit) (9/80 schedule available)	Day Watch	Det. Heatherington	(213) 485-4216
Detective Headquarters Division (Court Liaison Unit)	Day Watch	Det. Washington	(213) 485-4201
Fiscal Operations Division (Appropriation Unit)	Day Watch	Juliet Chung	(213) 485-2693
Hollywood Area (Records Unit) (Area Office) (Two positions)	Day Watch	Hope Leal	(213) 485-4311
Information Technology Division	Day Watch	Lorie Tubil	(213) 485-4844
Information Technology Division (Four positions)	Day Watch	Joyce Richardson	(213) 847-7905
Jail Division (Two positions)	Day Watch	Camille Brausam	(213) 485-2547
Juvenile Division	Day Watch	Aixa Burguan	(213) 485-2801
Juvenile Division	Day Watch	Det. Castrillo	(818) 756-8748
Narcotics Division (Three positions)	Various	Det. Flynn	(213) 485-3835
Pacific Area	Various	Marlene Greenfield	(310) 202-4518
Personnel Division (Civilian Employment Unit) (9/80 schedule available)	Day Watch	Kathy Sheehan	(213) 485-4084
Planning and Research Division	Day Watch	Olivia Acuna	(213) 485-4111
Rampart Area	Day Watch	Lt. Lehman	(213) 207-2100
Recruitment and Employment Division (Administrative Investigation Section) (Two positions)	PM Watch	Kathy Guerra	(213) 847-8107
Scientific Investigation Division (Criminalistics Lab) (Two positions)	Day Watch	VaLoy Aybar	(213) 847-0031

CLERK TYPIST (CONT'D)

Scientific Investigation Division (Photographic Unit)	Various	David Adkins	(213) 485-2541
77th Street Area	Day Watch	Denise Smith	(213) 485-4185
77th Street Area	AM Watch	Gloria Jones	(213) 485-4171
Training Division (4/10 schedule available)	Day Watch	Denise Sinclair	(310) 342-3001
Van Nuys Area (Detective Section)	Day Watch	Mona Hanna or Linda Urquidez	(818) 756-8371
Van Nuys Area (Records Unit)	Day Watch	Madelene Davis	(818) 756-8313
West Valley Area (Records Unit)	Day Watch	Janet Griffiths	(818) 756-8551

MAINTENANCE LABORER

Training Division (Davis Training Facility) (4/10 schedule available) (Two positions)	Day Watch	Sgt. Bogstad	(818) 832-3744
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THOM BRENNAN, Police Administrator
Commanding Officer
Personnel Division

Distribution "B"
Disk: PAYGRADE

PERSONNEL AND TRAINING BUREAU
PERSONNEL DIVISION

NOTICE

June 22, 2003

RECEIVED

JUN 23 2003

MANAGEMENT SERVICES
DIVISION



TO: All Commanding Officers

FROM: Commanding Officer, Personnel Division

SUBJECT: CIVILIAN PAYGRADE ADVANCEMENT AND TRANSFER OPPORTUNITIES
NOTICE

NOTIFICATION OF VACANCIES

Commanding Officers shall cause this notice of "Advancement and Transfer Opportunities" to be posted in a designated, conspicuous location on the divisional bulletin board for a one-week period and cause a copy to be placed in the Career Opportunities Binder.

Commanding Officers who have, or anticipate, a civilian vacancy must request an exemption to the freeze in order to fill the position through certification of an eligible list, interdepartmental transfer or paygrade advancement. To advertise for any civilian vacancy, a Request for Advertisement of Vacant Civilian Position, must be forwarded through the chain of command to Civilian Employment Section, Personnel Division. Electronic forms for requesting advertisements can be requested from Civilian Employment Section at (213) 485-4084.

Applicants with a medical limitation may, with reasonable accommodations, be capable of performing the essential duties of all/some of the positions in this advertisement. Such determinations will be made on an individual basis in light of the applicant's limitations, the requirements of the position, and the Department's ability to effect reasonable accommodations to the applicant's limitations.

TRANSFER INFORMATION DEADLINE – July 3, 2003
TRANSFER PUBLICATION DISTRIBUTION – July 18, 2003
TRANSFER EFFECTIVE DATE – July 27, 2003

THESE POSITIONS ARE EXEMPTED FROM THE MAYOR'S HIRING FREEZE

MANAGEMENT ANALYST II

Facilities Management Division (Two positions)	Day Watch	Sharon Harper Nadine Hernandez	(213) 482-7394 (213) 482-7392
Inspector General	Day Watch	Yolanda Mendo	(213) 473-5063
Newton Area (CAD Unit)	Day Watch	Julie Cabata	(323) 846-6589
Police Commission	Day Watch	Yolanda Mendo	(213) 473-5063

SENIOR CLERK TYPIST

West Los Angeles Area	Day Watch	Det. Brumagin or Grace Quan	(310) 575-8441
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CLERK TYPIST

Van Nuys Area (Records Unit)	AM Watch	Madelen Davis	(818) 756-8313
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THESE POSITIONS ARE NOT EXEMPTED FROM THE MAYOR'S HIRING FREEZE

Assignment to the following positions through appointments from Civil Service list, promotion, reversion and paygrade advancement cannot be made without specific authorization from the Mayor. Only lateral transfers to these positions within the Department are exempt from the hiring freeze.

SENIOR MANAGEMENT ANALYST I

Commission Investigation Division (Alarms Section)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
Professional Standards Bureau (Advocate Section)	Day Watch	Lt. Harer	(213) 473-3822
Risk Management Group	Day Watch	Melissa Krance	(213) 978-2106

MANAGEMENT ANALYST II

Continuing Education Division (9/80 or 4/10 schedule available)	Day Watch	Dawn Eck	(213) 485-3149
Devonshire Area (Detective Adjutant)	Day Watch	Lt. Eddy	(818) 756-8291
Hollenbeck Area (CAD Unit)	Day Watch	Elisa Torres	(323) 526-3000
North Hollywood Area (Area Office)	Day Watch	Vicki Keoseian	(818) 623-4006
Operations-Central Bureau (Administrative Unit)	Day Watch	Det. Hones	(213) 485-2651
Personnel Division (Civilian Employment Unit)	Day Watch	Kathy Sheehan	(213) 485-4084
Planning and Research Division (Deployment and Design Unit) (9/80 or 4/10 schedule available)	Day Watch	Sgt. Oka	(213) 485-4111
Planning and Research Division	Day Watch	Richard Lieboff	(213) 847-4882

MANAGEMENT ANALYST II (CONT'D)

Southeast Area	Day Watch	Donna Shibuya	(213) 485-6925
Southwest Area (Detective Adjutant)	Day Watch	Det. Webster	(213) 485-2710

SYSTEMS ANALYST II

Information Technology Division	Day Watch	Joyce Richardson	(213) 847-7905
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PRINCIPAL CLERK POLICE III

Records and Identification Division	PM Watch	Carl Paneno	(213) 485-2605
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MANAGEMENT ANALYST I

Commission Investigation Division (Alarms Section) (Three positions) (4/10 schedule available) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
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Consent Decree Bureau	Day Watch	James Caudill	(213) 485-4745
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Emergency Command Control Communications System Division	Day Watch	Sgt. Miles	(213) 847-4735
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Jail Division (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Mary Keating	(213) 485-2545
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Operations-South Bureau (COMPSTAT Unit) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Joseph Marrone	(213) 485-6990
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Personnel Division (Civilian Employment Unit) (Police Student Worker Coordinator) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Kathy Sheehan	(213) 485-4084
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Personnel Division (Sworn Personnel Services Section) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sonia Mendoza	(213) 485-3272
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Personnel Group (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sgt. Berglund	(213) 485-8890
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Records and Identification Division	Day Watch	Carl Paneno or Remi Craig	(213) 485-2605
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Van Nuys Area (CAD Unit) (Will consider Management Assistant or Management Aide in lieu) (9/80 schedule available)	Day Watch	Gina Gautier	(818) 756-7760
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Wilshire Area	Day Watch	Lt. Ludwig	(213) 473-0425
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PRINCIPAL CLERK POLICE II

Records and Identification Division	AM Watch	Carl Paneno	(213) 485-2605
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SECRETARY

Devonshire Area	Day Watch	Sgt. Dickerson	(818) 756-8281
Office of the Chief of Police (Community Relations Section)	Day Watch	Sgt. Amendola	(213) 485-4101
Operations-Central Bureau	Day Watch	Sgt. Crump	(213) 485-3101
Pacific Area	Day Watch	Sgt. Deming	(310) 202-4571
Professional Standards Bureau	Day Watch	Sgt. Buhrmester	(213) 473-3856
77th Street Area (Area Office)	Day Watch	Teri Dixon	(213) 485-4185
Van Nuys Area	Day Watch	Rebecca Buchak	(818) 756-9952

MANAGEMENT AIDE

Jail Division	Day Watch	Mary Keating	(213) 485-2551
Valley Traffic Division	Day Watch	Cathy Poulos	(818) 756-8722
West Traffic Division	Day Watch	Adriane Ables	(213) 473-0220

SENIOR CLERK TYPIST

Jail Division	Day Watch	Mary Keating	(213) 485-2545
Motor Transport Division (Three positions)	Day Watch	Lisa Folsom	(213) 485-3495
Personnel Division (Personnel Records Section) (Three positions)	Various	Monica Lee	(213) 485-5245
Records and Identification Division (Nine positions)	Various	Carl Paneno	(213) 485-2605

WAREHOUSE AND TOOLROOM WORKER I

Fiscal Operations Division	Day Watch	David Telles	(213) 485-6874
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SECURITY OFFICER

Metropolitan Division	Various	Lt. Incontro	(213) 485-5909
Training Division (Davis Training Facility) (4/10 schedule available) (Three positions)	Various	Sgt. Leuck	(818) 832-3751

CLERK TYPIST

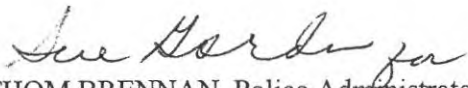
Commercial Crimes Division (Two positions)	Day Watch	Corinne Leinen	(213) 485-4131
Commission Investigation Division (Alarms Section)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
Detective Headquarters Division (DA Liaison Unit) (9/80 schedule available)	Day Watch	Det. Heatherington	(213) 485-4216
Detective Headquarters Division (Court Liaison Unit)	Day Watch	Det. Washington	(213) 485-4201
Fiscal Operations Division (Appropriation Unit)	Day Watch	Juliet Chung	(213) 485-2693
Hollywood Area (Records Unit) (Area Office) (Two positions)	Day Watch	Hope Leal	(213) 485-4311
Information Technology Division	Day Watch	Lorie Tubil	(213) 485-4844
Information Technology Division (Four positions)	Day Watch	Joyce Richardson	(213) 847-7905
Mail Division (Two positions)	Day Watch	Camille Brausam	(213) 485-2547
Juvenile Division	Day Watch	Aixa Burguan	(213) 485-2801
Juvenile Division	Day Watch	Det. Castrillo	(818) 756-8748
Narcotics Division (Three positions)	Various	Det. Flynn	(213) 485-3835
Pacific Area	Various	Marlene Greenfield	(310) 202-4518
Personnel Division (Civilian Employment Unit) (9/80 schedule available)	Day Watch	Kathy Sheehan	(213) 485-4084
Planning and Research Division	Day Watch	Olivia Acuna	(213) 485-4111
Rampart Area	Day Watch	Lt. Lehman	(213) 207-2100
Recruitment and Employment Division (Administrative Investigation Section) (Two positions)	PM Watch	Kathy Guerra	(213) 847-8107
Scientific Investigation Division (Criminalistics Lab) (Two positions)	Day Watch	VaLoy Aybar	(213) 847-0031

CLERK TYPIST (CONT'D)

Scientific Investigation Division (Photographic Unit)	Various	David Adkins	(213) 485-2541
77th Street Area	Day Watch	Denise Smith	(213) 485-4185
77th Street Area	AM Watch	Gloria Jones	(213) 485-4171
Training Division (4/10 schedule available)	Day Watch	Denise Sinclair	(310) 342-3001
Van Nuys Area (Detective Section)	Day Watch	Mona Hanna or Linda Urquidez	(818) 756-8371
Van Nuys Area (Records Unit)	Day Watch	Madelene Davis	(818) 756-8313
West Valley Area (Records Unit)	Day Watch	Janet Griffiths	(818) 756-8551

MAINTENANCE LABORER

Training Division (Davis Training Facility) (4/10 schedule available) (Two positions)	Day Watch	Sgt. Bogstad	(818) 832-3744
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THOM BRENNAN, Police Administrator
Commanding Officer
Personnel Division

Distribution "B"
Disk: PAYGRADE

RECEIVED

PERSONNEL AND TRAINING BUREAU
PERSONNEL DIVISION

NOTICE

JUN 18 2003
MANAGEMENT SERVICES



TO: All Commanding Officers

FROM: Commanding Officer, Personnel Division

**SUBJECT: CIVILIAN PAYGRADE ADVANCEMENT AND TRANSFER OPPORTUNITIES
NOTICE**

NOTIFICATION OF VACANCIES

Commanding Officers shall cause this notice of "Advancement and Transfer Opportunities" to be posted in a designated, conspicuous location on the divisional bulletin board for a one-week period and cause a copy to be placed in the Career Opportunities Binder.

Commanding Officers who have, or anticipate, a civilian vacancy must request an exemption to the freeze in order to fill the position through certification of an eligible list, interdepartmental transfer or paygrade advancement. To advertise for any civilian vacancy, a Request for Advertisement of Vacant Civilian Position, must be forwarded through the chain of command to Civilian Employment Section, Personnel Division. Electronic forms for requesting advertisements can be requested from Civilian Employment Section at (213) 485-4084.

Applicants with a medical limitation may, with reasonable accommodations, be capable of performing the essential duties of all/some of the positions in this advertisement. Such determinations will be made on an individual basis in light of the applicant's limitations, the requirements of the position, and the Department's ability to effect reasonable accommodations to the applicant's limitations.

TRANSFER INFORMATION DEADLINE – July 3, 2003
TRANSFER PUBLICATION DISTRIBUTION – July 18, 2003
TRANSFER EFFECTIVE DATE – July 27, 2003

THESE POSITIONS ARE EXEMPTED FROM THE MAYOR'S HIRING FREEZE

MANAGEMENT ANALYST II

Inspector General	Day Watch	Yolanda Mendo	(213) 473-5063
Newton Area (CAD Unit)	Day Watch	Lt. Prideaux	(323) 846-6589
Police Commission	Day Watch	Yolanda Mendo	(213) 473-5063

MANAGEMENT ANALYST I

Harbor Area (CAD Unit) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Shandalyn Parnell	(310) 548-7447
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SENIOR CLERK TYPIST

West Los Angeles Area	Day Watch	Det. Brumagin or Grace Quan	(310) 575-8441
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CLERK TYPIST

Central Area (Administrative Unit)	Day Watch	Sgt. Mc Alpine	(213) 485-3291
Facilities Management Division (Prop Q Renovation Unit)	Day Watch	Cora Constantino	(213) 847-1439
Van Nuys Area (Records Unit)	AM Watch	Madelen Davis	(818) 756-8313

THESE POSITIONS ARE NOT EXEMPTED FROM THE MAYOR'S HIRING FREEZE

Assignment to the following positions through appointments from Civil Service list, promotion, reversion and paygrade advancement cannot be made without specific authorization from the Mayor. Only lateral transfers to these positions within the Department are exempt from the hiring freeze.

SENIOR MANAGEMENT ANALYST I

Commission Investigation Division (Alarms Section)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
Professional Standards Bureau (Advocate Section)	Day Watch	Lt. Harer	(213) 473-3822
Risk Management Group	Day Watch	Melissa Krance	(213) 978-2106

MANAGEMENT ANALYST II

Continuing Education Division (9/80 or 4/10 schedule available)	Day Watch	Dawn Eck	(213) 485-3149
Operations-Central Bureau (Administrative Unit)	Day Watch	Det. Hones	(213) 485-2651
Personnel Division (Civilian Employment Unit)	Day Watch	Kathy Sheehan	(213) 485-4084
Planning and Research Division (Deployment and Design Unit)	Day Watch	Sgt. Oka	(213) 485-4111
Planning and Research Division (Strategic Planning and Grants Unit) (4/10 schedule available)	Day Watch	Richard Lieboff	(213) 847-4882
Southeast Area	Day Watch	Donna Shibuya	(213) 485-6925

MANAGEMENT ANALYST II (CONT'D)

Southwest Area (Detective Adjutant)	Day Watch	Det. Webster	(213) 485-2710
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SYSTEMS ANALYST II

Information Technology Division	Day Watch	Joyce Richardson	(213) 847-7905
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PRINCIPAL CLERK POLICE III

Records and Identification Division	PM Watch	Carl Paneno	(213) 485-2605
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MANAGEMENT ANALYST I

Commission Investigation Division (Alarms Section) (Three positions) (4/10 schedule available) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
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Consent Decree Bureau	Day Watch	James Caudill	(213) 485-4745
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Emergency Command Control Communications System Division	Day Watch	Sgt. Miles	(213) 847-4735
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Jail Division (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Mary Keating	(213) 485-2545
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Operations-South Bureau (COMPSTAT Unit) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Shanda Wright	(213) 485-6990
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Personnel Division (Civilian Employment Unit) (Police Student Worker Coordinator) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Kathy Sheehan	(213) 485-4084
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Personnel Division (Sworn Personnel Services Section) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sonia Mendoza	(213) 485-3272
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Personnel Group (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sgt. Berglund	(213) 485-8890
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Records and Identification Division	Day Watch	Carl Paneno or Remi Craig	(213) 485-2605
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Van Nuys Area (CAD Unit) (Will consider Management Assistant or Management Aide in lieu) (9/80 schedule available)	Day Watch	Gina Gautier	(818) 756-7760
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Wilshire Area	Day Watch	Lt. Ludwig	(213) 473-0425
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CLERK TYPIST (CONT'D)

Scientific Investigation Division (Criminalistics Lab) (Two positions)	Day Watch	VaLoy Aybar	(213) 847-0031
Scientific Investigation Division (Photographic Unit)	Various	David Adkins	(213) 485-2541
77th Street Area	Day Watch	Denise Smith	(213) 485-4185
77th Street Area	AM Watch	Gloria Jones	(213) 485-4171
Training Division (4/10 schedule available)	Day Watch	Denise Sinclair	(310) 342-3001
Van Nuys Area (Detective Section)	Day Watch	Mona Hanna or Linda Urquidez	(818) 756-8371
Van Nuys Area (Records Unit)	Day Watch	Madelene Davis	(818) 756-8313
West Valley Area (Records Unit)	Day Watch	Janet Griffiths	(818) 756-8551

MAINTENANCE LABORER

Training Division (Davis Training Facility) (4/10 schedule available) (Two positions)	Day Watch	Sgt. Bogstad	(818) 832-3744
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THOM BRENNAN, Police Administrator
Commanding Officer
Personnel Division

Distribution "B"
Disk: PAYGRADE

PERSONNEL AND TRAINING BUREAU
PERSONNEL DIVISION

RECEIVED

JUN 18 2003

MANAGEMENT SERVICES
June 13, 2003
DIVISION

ADT
☐ YES ☒ NO

JUN 19 2003

NOTICE
2.3.1

TO: All Commanding Officers

FROM: Commanding Officer, Personnel Division

SUBJECT: SWORN PAYGRADE ADVANCEMENT AND TRANSFER
OPPORTUNITIES

NOTIFICATION OF VACANCIES

Commanding Officers shall cause this notice of "Advancement and Transfer Opportunities" to be read at all roll calls for three successive days and then cause the notice to be posted in a designated, conspicuous location on the divisional bulletin board for a one-week period and cause a copy to be filed in the Career Opportunities Binder.

All personnel are reminded that they may not apply for advanced paygrade assignments until AFTER they have met the minimum period of service for that paygrade as outlined in 3/763.05 of the Department Manual. Detective personnel are reminded that they may not apply for advanced paygrade assignments until AFTER they have met the minimum requirements outlined in Administrative Order No. 1, dated January 31, 2002, and entitled, "Training Requirements for Detective Supervisors."

TRANSFER DEADLINES

TRANSFER SUBMITTAL DEADLINE – FRIDAY, JULY 3RD

TRANSFER PUBLICATION AND DISTRIBUTION – THURSDAY, JULY 17TH

TRANSFER EFFECTIVE DATE – SUNDAY, JULY 27TH

Applicants are reminded to apply for advertised positions within 10 calendar days of the date of the advertisement. Any appointment made as a result of an advertisement must become effective within 60 days of the date the interviews are held, or the position must be readvertised.

POLICY ON MULTIPLE TRANSFER (FORM 1.40) REQUESTS: Employees should be aware that if they have more than one transfer request on file at Position Control and are transferred into one of the requested divisions, all remaining transfer requests will be removed from the file. For example, a Police Officer II submits five (5) transfer requests, one for each of the Valley Areas. When the officer is transferred to the first available opening of his/her choice, the other four transfers are canceled.

THESE POSITIONS ARE EXEMPT FROM THE MAYOR'S HIRING FREEZE

LIEUTENANT II

OFFICER IN CHARGE

(5) OPERATIONS CENTRAL BUREAU/GANG IMPACT TEAM

Contact: Detective Hones at (213) 485-2651

(2) OPERATIONS CENTRAL BUREAU/DETECTIVE SECTION

Contact: Detective Hones at (213) 485-2651

(1) OPERATIONS CENTRAL BUREAU/SPECIAL ENFORCEMENT UNIT

Contact: Sergeant Crump at (213) 485-3101 (RE-RUN)

(4) OPERATIONS SOUTH BUREAU/GANG IMPACT TEAM

Contact: Lieutenant Hauck at (213) 485-4251

(5) OPERATIONS VALLEY BUREAU/GANG IMPACT TEAM

Contact: Sergeant Rassish at (818) 756-8298

(4) OPERATIONS WEST BUREAU/GANG IMPACT TEAM

Contact: Detective Lopez at (213) 473-0277

(1) PACIFIC AREA/DETECTIVE SECTION

Contact: Sergeant Reina at (310) 202-4571

(1) WILSHIRE AREA/DETECTIVE SECTION

Contact: Ms. Saucier at (213) 485-4033

DETECTIVE III

CLEAR GRANT ADMINISTRATOR

(1) SPECIAL OPERATIONS SUPPORT DIVISION

Contact: Ms. Teague at (213) 473-7350

SERGEANT II

COMMANDER'S AIDE

(1) OPERATIONS CENTRAL BUREAU

Contact: Detective Hones at (213) 485-2651

SERGEANT II

SUPERVISOR

(1) OPERATIONS CENTRAL BUREAU/VICE UNIT

Contact: Lieutenant Katona at (213) 847-1201

SERGEANT I+2

FIELD SUPERVISOR

(1) VALLEY TRAFFIC DIVISION

Contact: Ms. Moore at (818) 756-8722

SERGEANT I

CURRICULUM DESIGN / EVALUATION
COORDINATOR AND STAFF RESEARCHER

(1) CONTINUING EDUCATION DIVISION

(RE-RUN)

Contact: Sergeant Cox at (213) 847-0514

DETECTIVE II

AUDITOR

(1) AUDIT DIVISION

(RE-RUN)

Contact: Ms. Sugahara at (213) 485-0644

DETECTIVE II

INVESTIGATOR

(1) COMMERCIAL CRIMES DIVISION

Contact: Detective Camphouse at (213) 847-2749

(NOTE: PRIOR WHITE COLLAR CRIME INVESTIGATIVE EXPERIENCE
DESIRED. GENERAL UNDERSTANDING OF A REAL ESTATE TRANSACTION.
DETAILED TRAINING WILL BE PROVIDED).

DETECTIVE II

SUPERVISOR

(1) SOUTHEAST AREA

Contact: Ms. Shibuya at (213) 485-6925

DETECTIVE I

ENFORCEMENT INVESTIGATOR

(1) POLICE COMMISSION

Contact: Ms. Munoz or Ms. Mendo at (213) 473-5063

POLICE OFFICER III+I

INVESTIGATOR

(1) VALLEY TRAFFIC DIVISION

Contact: Detective Bustos at (818) 756-8391

POLICE OFFICER III+I

SENIOR LEAD OFFICER

(1) NORTHEAST AREA

Contact: Ms. Walsh at (213) 485-3131

(2) RAMPART AREA

Contact: Mr. Laskodi at (213) 637-0019

POLICE OFFICER III

AUDITOR

(1) OPERATIONS SOUTH BUREAU

Contact: Lieutenant Thompson at (213) 485-4251

(RE-RUN)

(1) VALLEY TRAFFIC DIVISION

Contact: Detective Bustos at (818) 756-8391

(RE-RUN)

POLICE OFFICER III

FIELD TRAINING OFFICER

(1) DEVONSHIRE AREA

Contact: Sergeant Dickerson at (818) 756-8193

(1) VALLEY TRAFFIC DIVISION

Contact: Ms. Moore at (818) 756-8722

(RE-RUN)

(1) VAN NUYS AREA

Contact: Sergeant Gottschalk at (818) 756-9952

POLICE OFFICER III

GANG OFFICER

(1) FOOTHILL AREA

Contact: Ms. Moore at (818) 756-8860

POLICE OFFICER III

VICE INVESTIGATOR

(1) 77TH STREET AREA

Contact: Sergeant Brown at (213) 485-4119

(2) CENTRAL AREA

Contact: Sergeant McAlpine at (213) 485-3291

POLICE OFFICER II

ADMINISTRATIVE OFFICER

(1) SPECIAL OPERATIONS SUPPORT DIVISION

Contact: Sergeant Harris at (213) 473-7800

POLICE OFFICER II

ENFORCEMENT OFFICER

(1) COMMISSION INVESTIGATION DIVISION

Contact: Ms. Mendo or Ms. Munoz at (213) 473-5063

POLICE OFFICER II

INFORMATION OFFICER

(1) DETECTIVE HEADQUARTERS DIVISION

(RE-RUN)

Contact: Lieutenant Bush at (213) 485-3261

(NOTE: 3/12 SHIFT.)

THESE POSITIONS ARE NOT EXEMPT FROM THE MAYOR'S HIRING FREEZE. ONLY LATERAL TRANSFERS MAY BE CONSIDERED FOR THE FOLLOWING POSITIONS.

LIEUTENANT II

ASSISTANT OMBUDS OFFICER

(1) CHIEF OF ADMINISTRATIVE SERVICES

Contact: Sergeant Ulrich at (213) 485-3207

LIEUTENANT II

OFFICER IN CHARGE

(1) CONTINUING EDUCATION DIVISION

(RE-RUN)

Contact: Ms. Lee at (213) 485-1258

DETECTIVE III

SUPERVISOR

(1) SOUTHEAST AREA

Contact: Sergeant Corkery at (213) 485-6923

DETECTIVE III

TABLE COORDINATOR

(1) OPERATIONS VALLEY BUREAU

(RE-RUN)

Contact: Detective Neglia at (818) 756-8063

SERGEANT II

COMMANDER'S AIDE

(1) ADVANCED PLANNING GROUP

Contact: Sergeant Peters at (213) 485-8030

SERGEANT II

OFFICER IN CHARGE

(1) CONTINUING EDUCATION DIVISION

(RE-RUN)

Contact: Ms. Lee at (213) 485-1258

(1) PUBLIC INFORMATION OFFICE

Contact: Lieutenant MacArthur at (213) 485-3205

DETECTIVE II

SENIOR INVESTIGATOR

(1) ROBBERY HOMICIDE DIVISION

Contact: Ms. Maynard at (213) 485-2166

DETECTIVE II

SUPERVISOR

(1) DETECTIVE HEADQUARTERS DIVISION

Contact: Lieutenant Bush at (213) 485-3261

(NOTE: THIS POSITION WILL BE ASSIGNED TO EITHER A OR B
WATCH. THE CANDIDATE WILL BE ON THE 3/12 SCHEDULE.)

POLICE OFFICER III+I

FIELD INVESTIGATOR

(1) LABOR LIAISON SECTION

(RE-RUN)

Contact: Lieutenant Guerrero at (323) 957-4530

POLICE OFFICER III

DRE COURSE COORDINATOR

(1) SPECIAL OPERATIONS SUPPORT DIVISION

Contact: Sergeant Delgadillo at (213) 473-8476

POLICE OFFICER III

INVESTIGATOR

(1) ROBBERY HOMICIDE DIVISION

Contact: Lieutenant Grayson at (213) 485-2511

POLICE OFFICER III

MENTAL HEALTH LIAISON OFFICER

(1) DETECTIVE HEADQUARTERS DIVISION

(RE-RUN)

Contact: Detective Anderson at (213) 473-8265

POLICE OFFICER III

STAFF WRITER/INSTRUCTOR

(1) CONTINUING EDUCATION DIVISION

Contact: Sergeant Sayre at (213) 485-3163

POLICE OFFICER III

STAFF RESEARCH WRITER

(1) SPECIAL OPERATIONS SUPPORT DIVISION

(RE-RUN)

Contact: Sergeant Rieboldt at (213) 473-7788

POLICE OFFICER III

SUBPOENA CONTROL OFFICER/
TRAINING COORDINATOR

(1) JUVENILE DIVISION

(RE-RUN)

Contact: Lieutenant Hernandez at (213) 485-5356

(NOTE: LIGHT DUTY PERSONNEL ENCOURAGED TO APPLY.)

POLICE OFFICER III

TEAM LEADER

(1) SPECIAL OPERATIONS SUPPORT DIVISION

(RE-RUN)

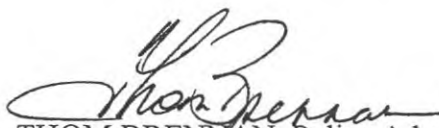
Contact: Sergeant Rieboldt at (213) 473-7788

POLICE OFFICER III

USE OF FORCE RESEARCHER

(2) CHIEF OF SUPPORT SERVICES

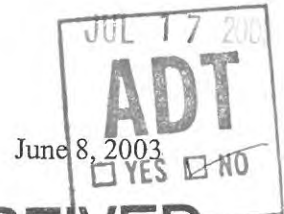
Contact: Lieutenant Hayakawa at (213) 485-6974


THOM BRENNAN, Police Administrator
Commanding Officer
Personnel Division

Distribution "B"

PERSONNEL AND TRAINING BUREAU
PERSONNEL DIVISION

NOTICE



TO: All Commanding Officers

FROM: Commanding Officer, Personnel Division

SUBJECT: **CIVILIAN PAYGRADE ADVANCEMENT AND TRANSFER OPPORTUNITIES
NOTICE**

RECEIVED

JUL 11 2003

MANAGEMENT SERVICES DIVISION

NOTIFICATION OF VACANCIES

Commanding Officers shall cause this notice of "Advancement and Transfer Opportunities" to be posted in a designated, conspicuous location on the divisional bulletin board for a one-week period and cause a copy to be placed in the Career Opportunities Binder.

Commanding Officers who have, or anticipate, a civilian vacancy must request an exemption to the freeze in order to fill the position through certification of an eligible list, interdepartmental transfer or paygrade advancement. To advertise for any civilian vacancy, a Request for Advertisement of Vacant Civilian Position, must be forwarded through the chain of command to Civilian Employment Section, Personnel Division. Electronic forms for requesting advertisements can be requested from Civilian Employment Section at (213) 485-4084.

Applicants with a medical limitation may, with reasonable accommodations, be capable of performing the essential duties of all/some of the positions in this advertisement. Such determinations will be made on an individual basis in light of the applicant's limitations, the requirements of the position, and the Department's ability to effect reasonable accommodations to the applicant's limitations.

TRANSFER INFORMATION DEADLINE – June 6, 2003
TRANSFER PUBLICATION DISTRIBUTION – June 20, 2003
TRANSFER EFFECTIVE DATE – June 29, 2003

THESE POSITIONS ARE EXEMPTED FROM THE MAYOR'S HIRING FREEZE

MANAGEMENT ANALYST II

Newton Area (CAD Unit)	Day Watch	Lt. Prideaux	(323) 846-6589
Police Commission	Day Watch	Yolanda Mendo	(213) 485-3531
Southwest Area (CAD Unit)	Day Watch	Det. Webster	(213) 485-2710

MANAGEMENT ANALYST I

Harbor Area (CAD Unit) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Shandalyn Parnell	(310) 548-7447
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SENIOR CLERK TYPIST

West Los Angeles Area Day Watch Det. Brumagin or Grace Quan (310) 575-8441

CLERK TYPIST

Central Area Day Watch Sgt. Mc Alpiner (213) 485-3291
(Administrative Unit)

Facilities Management Division Day Watch Cora Constantino (213) 847-1439
(Prop Q Renovation Unit)

Van Nuys Area AM Watch Madelen Davis (818) 756-8313
(Records Unit)

THESE POSITIONS ARE NOT EXEMPTED FROM THE MAYOR'S HIRING FREEZE

Assignment to the following positions through appointments from Civil Service list, promotion, reversion and paygrade advancement cannot be made without specific authorization from the Mayor. Only lateral transfers to these positions within the Department are exempt from the hiring freeze.

SENIOR MANAGEMENT ANALYST I

Commission Investigation Division Day Watch Yolanda Mendo or Donna Munoz (213) 473-5063
(Alarms Section)

Professional Standards Bureau Day Watch Lt. Harer (213) 473-3822
(Advocate Section)

Risk Management Group Day Watch Melissa Krance (213) 978-2106

MANAGEMENT ANALYST II

Continuing Education Division Day Watch Dawn Eck (213) 485-3149
(9/80 or 4/10 schedule available)

Detective Headquarters Division Day Watch Lt. Bush (213) 485-3261
(Adjutant position)

Operations-Central Bureau Day Watch Det. Hones (213) 485-2651
(Administrative Unit)

Personnel Division Day Watch Kathy Sheehan (213) 485-4084
(Civilian Employment Unit)

Personnel Division Day Watch Arlene Johnson (213) 847-2572
(Employee Selection Unit)

Planning and Research Division Day Watch Sgt. Oka (213) 485-4111
(Deployment and Design Unit)
(Will consider Management Assistant or Management Aide in lieu)

MANAGEMENT ANALYST II (CONT'D)

Rampart Area (Detective Section)	Day Watch	Tina Little	(213) 207-2103
Southeast Area	Day Watch	Donna Shibuya	(213) 485-6925

SYSTEMS ANALYST II

Information Technology Division	Day Watch	Joyce Richardson	(213) 847-7905
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PRINCIPAL CLERK POLICE III

Records and Identification Division	PM Watch	Carl Paneno	(213) 485-2605
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MANAGEMENT ANALYST I

Commission Investigation Division (Alarms Section) (Three positions) (4/10 schedule available) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
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Emergency Command Control Communications System Division	Day Watch	Sgt. Miles	(213) 847-4735
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Tail Division (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Mary Keating	(213) 485-2545
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Operations-South Bureau (COMPSTAT Unit) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Shanda Wright	(213) 485-6990
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Personnel Division (Civilian Employment Unit) (Police Student Worker Coordinator) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Kathy Sheehan	(213) 485-4084
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Personnel Division (Sworn Personnel Services Section) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sonya Mendoza	(213) 485-3272
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Personnel Group (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sgt. Berglund	(213) 485-8890
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Records and Identification Division	Day Watch	Carl Paneno or Remi Craig	(213) 485-2605
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Van Nuys Area (CAD Unit) (Will consider Management Assistant or Management Aide in lieu) (9/80 schedule available)	Day Watch	Gina Gautier	(818) 756-7760
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Wilshire Area	Day Watch	Lt. Ludwig	(213) 473-0425
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PRINCIPAL CLERK POLICE II

Records and Identification Division	AM Watch	Carl Paneno	(213) 485-2605
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SECRETARY

Devonshire Area	Day Watch	Sgt. Dickerson	(818) 756-8281
Office of the Chief of Police (Community Relations Section)	Day Watch	Sgt. Amendola	(213) 485-4101
Operations-Central Bureau	Day Watch	Sgt. Crump	(213) 485-3101
Pacific Area	Day Watch	Sgt. Deming	(310) 202-4571
Professional Standards Bureau	Day Watch	Sgt. Buhrmester	(213) 473-3856
77th Street Area (Area Office)	Day Watch	Teri Dixon	(213) 485-4185
Van Nuys Area	Day Watch	Rebecca Buchak	(818) 756-9952

MANAGEMENT AIDE

Jail Division	Day Watch	Mary Keating	(213) 485-2551
Valley Traffic Division	Day Watch	Cathy Poulos	(818) 756-8722
West Traffic Division	Day Watch	Adriane Ables	(213) 473-0220

SENIOR CLERK TYPIST

Jail Division	Day Watch	Mary Keating	(213) 485-2545
Personnel Division (Employee Selection Unit)	Day Watch	Arlene Johnson	(213) 847-2572
Personnel Division (Personnel Records Section) (Three positions)	Various	Monica Lee	(213) 485-5245
Records and Identification Division (Criminal History Section)	Various	Carl Paneno	(213) 485-2605

SECURITY OFFICER

Metropolitan Division	Various	Lt. Incontro	(213) 485-5909
Training Division (Davis Training Facility) (4/10 schedule available) (Three positions)	Various	Sgt. Leuck	(818) 832-3751

CLERK TYPIST

Behavioral Science Services (Employee Assistance Unit)	Day Watch	Sgt. Maltez	(213) 485-0703
Commercial Crimes Division (Two positions)	Day Watch	Corinne Leinen	(213) 485-4131
Commission Investigation Division (Alarms Section)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
Detective Headquarters Division (DA Liaison Unit) (9/80 schedule available)	Day Watch	Det. Heatherington	(213) 485-4216
Detective Headquarters Division (Court Liaison Unit)	Day Watch	Det. Washington	(213) 485-4201
Fiscal Operations Division (Appropriation Unit)	Day Watch	Juliet Chung	(213) 485-2693
Hollywood Area (Records Unit) (Area Office) (Three positions)	Day Watch	Hope Leal	(213) 485-4311
Information Technology Division	Day Watch	Lorie Tubil	(213) 473-4282
Information Technology Division (Four positions)	Day Watch	Joyce Richardson	(213) 847-7905
Jail Division (Two positions)	Day Watch	Camille Brausam	(213) 485-2547
Juvenile Division	Day Watch	Aixa Burguan	(213) 485-2801
Juvenile Division (Valley Child Abuse Unit)	Day Watch	Det. Castrillo	(818) 756-8748
Narcotics Division (Three positions)	Various	Det. Flynn	(213) 485-3835
Pacific Area	Various	Marlene Greenfield	(310) 202-4518
Personnel Division (Civilian Employment Unit) (9/80 schedule available)	Day Watch	Kathy Sheehan	(213) 485-4084
Rampart Area	Day Watch	Lt. Lehman	(213) 207-2100
Recruitment and Employment Division (Administrative Investigation Section) (Two positions)	PM Watch	Kathy Guerra	(213) 847-8107

CLERK TYPIST (CONT'D)

Scientific Investigation Division (Criminalistics Lab) (Two positions)	Day Watch	VaLoy Aybar	(213) 847-0031
Scientific Investigation Division (Photographic Unit)	Various	David Adkins	(213) 485-2541
77th Street Area	Day Watch	Denise Smith	(213) 485-4185
77th Street Area	AM Watch	Gloria Jones	(213) 485-4171
Training Division (4/10 schedule available)	Day Watch	Denise Sinclair	(310) 342-3001
Van Nuys Area (Detective Section)	Day Watch	Mona Hanna or Linda Urquidez	(818) 756-8371
Van Nuys Area (Records Unit)	Day Watch	Madelene Davis	(818) 756-8313
West Valley Area (Records Unit)	Day Watch	Janet Griffiths	(818) 756-8551

MAINTENANCE LABORER

Training Division (Davis Training Facility) (4/10 schedule available) (Two positions)	Day Watch	Sgt. Bogstad	(818) 832-3744
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THOM BRENNAN, Police Administrator
Commanding Officer
Personnel Division

Distribution "B"
Disk: PAYGRADE

**PERSONNEL AND TRAINING BUREAU
PERSONNEL DIVISION**

NOTICE

May 25, 2003

RECEIVED

MAY 28 2003



MANAGEMENT SERVICES DIVISION

TO: All Commanding Officers

FROM: Commanding Officer, Personnel Division

SUBJECT: **CIVILIAN PAYGRADE ADVANCEMENT AND TRANSFER OPPORTUNITIES
NOTICE**

NOTIFICATION OF VACANCIES

Commanding Officers shall cause this notice of "Advancement and Transfer Opportunities" to be posted in a designated, conspicuous location on the divisional bulletin board for a one-week period and cause a copy to be placed in the Career Opportunities Binder.

Commanding Officers who have, or anticipate, a civilian vacancy must request an exemption to the freeze in order to fill the position through certification of an eligible list, interdepartmental transfer or paygrade advancement. To advertise for any civilian vacancy, a Request for Advertisement of Vacant Civilian Position, must be forwarded through the chain of command to Civilian Employment Section, Personnel Division. Electronic forms for requesting advertisements can be requested from Civilian Employment Section at (213) 485-4084.

Applicants with a medical limitation may, with reasonable accommodations, be capable of performing the essential duties of all/some of the positions in this advertisement. Such determinations will be made on an individual basis in light of the applicant's limitations, the requirements of the position, and the Department's ability to effect reasonable accommodations to the applicant's limitations.

TRANSFER INFORMATION DEADLINE – June 6, 2003
TRANSFER PUBLICATION DISTRIBUTION – June 20, 2003
TRANSFER EFFECTIVE DATE – June 29, 2003

THESE POSITIONS ARE EXEMPTED FROM THE MAYOR'S HIRING FREEZE**CLERK TYPIST**

Central Area (Administrative Unit)	Day Watch	Sgt. Deschryver	(213) 485-3291
Facilities Management Division (Prop Q Renovation Unit)	Day Watch	Cora Constantino	(213) 847-1439
Van Nuys Area (Records Unit)	AM Watch	Madelen Davis	(818) 756-8313
West Los Angeles Area (Records Unit) (Four positions)	Various	Detra Kelly	(310) 575-8406

THESE POSITIONS ARE NOT EXEMPTED FROM THE MAYOR'S HIRING FREEZE

Assignment to the following positions through appointments from Civil Service list, promotion, reversion and paygrade advancement cannot be made without specific authorization from the Mayor. Only lateral transfers to these positions within the Department are exempt from the hiring freeze.

SENIOR MANAGEMENT ANALYST I

Commission Investigation Division (Alarms Section)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
Professional Standards Bureau (Advocate Section)	Day Watch	Lt. Harer	(213) 473-3822
Risk Management Group	Day Watch	Melissa Krance	(213) 978-2106

MANAGEMENT ANALYST II

Continuing Education Division (9/80 or 4/10 schedule available)	Day Watch	Dawn Eck	(213) 485-3149
Detective Headquarters Division (Adjutant position)	Day Watch	Lt. Bush	(213) 485-3261
Operations-Central Bureau (Administrative Unit)	Day Watch	Det. Hones	(213) 485-2651
Planning and Research Division (Deployment and Design Unit)	Day Watch	Sgt. Oka	(213) 485-4111
Newton Area (Detective Adjutant) (9/80 schedule available)	Day Watch	Lt. Prideaux	(323) 846-6589
Personnel Division (Civilian Employment Unit)	Day Watch	Kathy Sheehan	(213) 485-4084
Personnel Division (Employee Selection Unit)	Day Watch	Arlene Johnson	(213) 847-2572
Rampart Area (Detective Section)	Day Watch	Tina Little	(213) 207-2103
Southeast Area	Day Watch	Donna Shibuya	(213) 485-6925
Southwest Area (CAD Unit)	Day Watch	Det. Webster	(213) 485-2710

SYSTEMS ANALYST II

Information Technology Division	Day Watch	Joyce Richardson	(213) 847-7905
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MANAGEMENT ANALYST I

Commission Investigation Division (Alarms Section) (Three positions) (4/10 schedule available) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
Continuing Education Division (Career Development Unit) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Yolanda Jaimez	(213) 485-8777
Emergency Command Control Communications System Division	Day Watch	Sgt. Miles	(213) 847-4735
Information Technology Division (Parking available)	Day Watch	Joyce Richardson	(213) 847-7905
Jail Division (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Mary Keating	(213) 485-2545
Operations-South Bureau (CAD Unit)	Day Watch	Shanda Wright	(213) 485-6990
Personnel Division (Civilian Employment Unit) (Police Student Worker Coordinator) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Kathy Sheehan	(213) 485-4084
Personnel Division (Sworn Personnel Services Section) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sonya Mendoza	(213) 485-3272
Personnel Group (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sgt. Berglund	(213) 485-8890
Records and Identification Division	Day Watch	Carl Paneno or Remi Craig	(213) 485-2605
Van Nuys Area (CAD Unit) (Will consider Management Assistant or Management Aide in lieu) (9/80 schedule available)	Day Watch	Gina Gautier	(818) 756-7760
Wilshire Area	Day Watch	Lt. Ludwig	(213) 473-0425

PRINCIPAL CLERK POLICE II

Communications Division	Day Watch	Lt. Mealey	(213) 978-6585
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SECRETARY

Devonshire Area	Day Watch	Sgt. Dickerson	(818) 756-8281
Emergency Services Division	Day Watch	Carol Mendoza	(213) 473-7799
Operations-Central Bureau	Day Watch	Sgt. Crump	(213) 485-3101
Pacific Area	Day Watch	Sgt. Deming	(310) 202-4571

SECRETARY (CONT'D)

Professional Standards Bureau	Day Watch	Sgt. Buhrmester	(213) 473-3856
Van Nuys Area	Day Watch	Rebecca Buchak	(818) 756-9952

MANAGEMENT AIDE

Jail Division	Day Watch	Mary Keating	(213) 485-2551
Valley Traffic Division	Day Watch	Cathy Poulos	(818) 756-8722
West Traffic Division	Day Watch	Adriane Ables	(213) 473-0220

SENIOR CLERK TYPIST

Continuing Education Division (Detective Training Unit)	Day Watch	Det. Gripe	(213) 485-2676
Jail Division	Day Watch	Mary Keating	(213) 485-2545
Personnel Division (Personnel Records Section) (Three positions)	Various	Monica Lee	(213) 485-5245
Police Commission	Day Watch	Yolanda Mendo	(213) 473-5063
Public Information Office (Public Communications Section)	Day Watch	Lt. MacArthur	(213) 485-3205

SECURITY OFFICER

Metropolitan Division	Various	Lt. Incontro	(213) 485-5909
Training Division (Davis Training Facility) (4/10 schedule available) (Three positions)	Various	Sgt. Leuck	(818) 832-3751

CLERK TYPIST

Behavioral Science Services (Employee Assistance Unit)	Day Watch	Sgt. Maltez	(213) 485-0703
Commission Investigation Division (Records Unit) (Two positions)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
Continuing Education Division (9/80 or 4/10 schedule available)	Day Watch	Dawn Eck	(213) 485-3149
Detective Headquarters Division (DA Liaison Unit) (9/80 schedule available)	Day Watch	Det. Heatherington	(213) 485-4216
Detective Headquarters Division (Court Liaison Unit)	Day Watch	Det. Washington	(213) 485-4201

CLERK TYPIST (CONT'D)

Fiscal Operations Division (Appropriation Unit)	Day Watch	Juliet Chung	(213) 485-2693
Harbor Area (Records Unit)	Various	Sheila Woolfolk	(310) 548-7614
Hollywood Area (Records Unit) (Area Office) (Three positions)	Day Watch	Hope Leal	(213) 485-4311
Information Technology Division	Day Watch	Lorie Tubil	(213) 473-4282
Information Technology Division (Four positions)	Day Watch	Joyce Richardson	(213) 847-7905
Jail Division (Two positions)	Day Watch	Camille Brausam	(213) 485-2547
Juvenile Division	Day Watch	Aixa Burguan	(213) 485-2801
Narcotics Division (Three positions)	Various	Det. Flynn	(213) 485-3835
Pacific Area	Various	Marlene Greenfield	(310) 202-4518
Personnel Division (Civilian Employment Unit) (9/80 schedule available)	Day Watch	Kathy Sheehan	(213) 485-4084
Personnel Division (Medical Liaison Section)	Day Watch	Rachel Moody	(213) 485-4087
Rampart Area	Day Watch	Lt. Lehman	(213) 207-2100
Recruitment and Employment Division (Administrative Investigation Section) (Two positions)	PM Watch	Kathy Guerra	(213) 847-8107
Scientific Investigation Division (Criminalistics Lab) (Two positions)	Day Watch	VaLoy Aybar	(213) 847-0031
Scientific Investigation Division (Photographic Unit)	Various	David Adkins	(213) 485-2541
77th Street Area	Day Watch	Denise Smith	(213) 485-4185
77th Street Area	AM Watch	Gloria Jones	(213) 485-4171
Training Division (4/10 schedule available)	Day Watch	Denise Sinclair	(310) 342-3001

CLERK TYPIST (CONT'D)

Van Nuys Area (Detective Section)	Day Watch	Mona Hanna or Linda Urquidez	(818) 756-8371
Van Nuys Area (Records Unit)	Day Watch	Madelene Davis	(818) 756-8313
West Valley Area (Records Unit)	Day Watch	Janet Griffiths	(818) 756-8551

MAINTENANCE LABORER

Training Division (Davis Training Facility) (4/10 schedule available) (Two positions)	Day Watch	Sgt. Bogstad	(818) 832-3744
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THOM BRENNAN, Police Administrator
Commanding Officer
Personnel Division

Distribution "B"
Disk: PAYGRADE

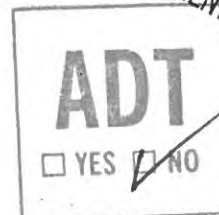
PERSONNEL AND TRAINING BUREAU
PERSONNEL DIVISION

NOTICE

MAY 8 2003

RECEIVED
MAY 4, 2003

MAY 06 2003
MANAGEMENT SERVICES DIVISION



TO: All Commanding Officers

FROM: Commanding Officer, Personnel Division

SUBJECT: **CIVILIAN PAYGRADE ADVANCEMENT AND TRANSFER OPPORTUNITIES
NOTICE**

NOTIFICATION OF VACANCIES

Commanding Officers shall cause this notice of "Advancement and Transfer Opportunities" to be posted in a designated, conspicuous location on the divisional bulletin board for a one-week period and cause a copy to be placed in the Career Opportunities Binder.

Commanding Officers who have, or anticipate, a civilian vacancy must request an exemption to the freeze in order to fill the position through certification of an eligible list, interdepartmental transfer or paygrade advancement. To advertise for any civilian vacancy, a Request for Advertisement of Vacant Civilian Position, must be forwarded through the chain of command to Civilian Employment Section, Personnel Division. Electronic forms for requesting advertisements can be requested from Civilian Employment Section at (213) 485-4084.

Applicants with a medical limitation may, with reasonable accommodations, be capable of performing the essential duties of all/some of the positions in this advertisement. Such determinations will be made on an individual basis in light of the applicant's limitations, the requirements of the position, and the Department's ability to effect reasonable accommodations to the applicant's limitations.

TRANSFER INFORMATION DEADLINE – May 9, 2003
TRANSFER PUBLICATION DISTRIBUTION – May 23, 2003
TRANSFER EFFECTIVE DATE – June 1, 2003

THESE POSTIONS ARE EXEMPTED FROM THE MAYOR'S HIRING FREEZE

SENIOR PERSONNEL ANALYST I

Employee Relations Group	Day Watch	Beverly Anderson	(213) 485-6552
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MANAGEMENT ANALYST II

Police Commission	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
Risk Management Group	Day Watch	Melissa Krance	(213) 978-2106

CLERK TYPIST

Central Area (Administrative Unit)	Day Watch	Sgt. Deschryver	(213) 485-3291
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CLERK TYPIST (CONT'D)

Facilities Management Division (Prop Q Renovation Unit)	Day Watch	Cora Constantino	(213) 847-1439
Inspector General	Day Watch	Yolanda Mendoza Donna Munoz	(213) 473-5063
TEAMS II Development	Day Watch	Mary Koumashian	(213) 847-8900
Van Nuys Area (Records Unit)	Various	Madelen Davis	(818) 756-8313
West Los Angeles Area (Records Unit) (Four positions)	Various	Detra Kelly	(310) 575-8406

THESE POSITIONS ARE NOT EXEMPTED FROM THE MAYOR'S HIRING FREEZE

Assignment to the following positions through appointments from Civil Service list, promotion, reversion and paygrade advancement cannot be made without specific authorization from the Mayor. Only lateral transfers to these positions within the Department are exempt from the hiring freeze.

SENIOR MANAGEMENT ANALYST I

Commission Investigation Division (Alarms Section)	Day Watch	Yolanda Mendoza Donna Munoz	(213) 473-5063
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MANAGEMENT ANALYST II

Air Support Division (Adjutant position)	Day Watch	Sgt. DeMolina	(213) 485-2011
Continuing Education Division (9/80 or 4/10 schedule available)	Day Watch	Dawn Eck	(213) 485-3149
Hollenbeck Area (Detective Adjutant)	Day Watch	Elisa Torres	(323) 526-3010
Management Services Division (Deployment and Design Unit)	Day Watch	Sgt. Oka	(213) 485-4111
Newton Area (Detective Adjutant) (9/80 schedule available)	Day Watch	Lt. Prideaux	(323) 846-6589
Personnel Division (Civilian Employment Unit)	Day Watch	Kathy Sheehan	(213) 485-4084
Personnel Division (Employee Selection Unit)	Day Watch	Arlene Johnson	(213) 847-2572
Rampart Area	Day Watch	Honey Goodison	(213) 637-0019
Risk Management Group (Two positions)	Day Watch	Melissa Krance	(213) 978-2106
Southeast Area	Day Watch	Donna Shibuya	(213) 485-6925

MANAGEMENT ANALYST II (CONT'D)

Southwest Area (Adjutant position)	Day Watch	Debra A. Ferrell	(213) 485-2710
Southwest Area (CAD Unit)	Day Watch	Det. Garrido	(213) 485-2710
West Los Angeles Area	Day Watch	Ofcr. Cortina	(310) 575-8400

MANAGEMENT ANALYST I

Commission Investigation Division (Alarms Section) (Permits Section) (Three positions) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
Continuing Education Division (Career Development Unit) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Yolanda Jaimez	(213) 485-8777
Emergency Command Control Communications System Division	Day Watch	Sgt. Miles	(213) 847-4735
Information Technology Division (Parking available)	Day Watch	Joyce Richardson	(213) 847-7905
Jail Division (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Mary Keating	(213) 485-2545
Personnel Division (Civilian Employment Unit) (Police Student Worker Coordinator) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Kathy Sheehan	(213) 485-4084
Personnel Group (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sgt. Velasquez	(213) 485-8890
Records and Identification Division	Day Watch	Carl Paneno or Remi Craig	(213) 485-2605
Recruitment and Employment Division	Day Watch	Gwendolyn Perry	(213) 473-4338
Van Nuys Area (CAD Unit) (Will consider Management Assistant or Management Aide in lieu) (9/80 schedule available)	Day Watch	Gina Gautier	(818) 756-7760
Wilshire Area	Day Watch	Lt. Ludwig	(213) 473-0425

PRINCIPAL CLERK POLICE II

Communications Division	Day Watch	Lt. Mealey	(213) 978-6585
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SECRETARY

Emergency Services Division	Day Watch	Carol Mendoza	(213) 473-7799
Pacific Area	Day Watch	Sgt. Deming	(310) 202-4571
Van Nuys Area	Day Watch	Rebecca Buchak	(818) 756-9952

MANAGEMENT AIDE

Jail Division	Day Watch	Mary Keating	(213) 485-2551
Valley Traffic Division	Day Watch	Cathy Poulos	(818) 756-8722
West Traffic Division	Day Watch	Adriane Ables	(213) 473-0220

SENIOR CLERK TYPIST

Continuing Education Division (Detective Training Unit)	Day Watch	Det. Gripe	(213) 485-2676
Public Information Office (Public Communications Section)	Day Watch	Lt. MacArthur	(213) 485-3205

SECURITY OFFICER

Metropolitan Division	Various	Lt. Incontro	(213) 485-5909
Training Division (Davis Training Facility) (4/10 schedule available) (Three positions)	Various	Sgt. Leuck	(818) 832-3751

GARAGE ATTENDANT

Air Support Division	Day Watch	Sgt. DeMolina	(213) 485-2011
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CLERK TYPIST

Behavioral Science Services (Employee Assistance Unit)	Day Watch	Sgt. Maltez	(213) 485-0703
Commission Investigation Division (Records Unit) (Two positions)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
Continuing Education Division (9/80 or 4/10 schedule available)	Day Watch	Norma Delhagen	(213) 485-3149
Detective Headquarters Division (DA Liaison Unit) (9/80 schedule available)	Day Watch	Det. Heatherington	(213) 485-4216

CLERK TYPIST (CONT'D)

Detective Headquarters Division (Court Liaison Unit)	Day Watch	Det. Washington	(213) 485-4201
Fiscal Operations Division (Appropriation Unit)	Day Watch	Juliet Chung	(213) 485-2693
Harbor Area (Records Unit)	Various	Sheila Woolfolk	(310) 548-7614
Hollywood Area (Records Unit) (Area Office) (Two positions)	Day Watch	Hope Leal	(213) 485-4311
Information Technology Division	Day Watch	Lorie Tubil	(213) 473-4282
Information Technology Division (Four positions)	Day Watch	Joyce Richardson	(213) 847-7905
Jail Division (Two positions)	Day Watch	Camille Brausam	(213) 485-2547
Juvenile Division	Day Watch	Det. Martinez	(213) 485-2801
Narcotics Division (Three positions)	Various	Det. Flynn	(213) 485-3835
Operations-Central Bureau	Day Watch	Agnes Sy	(213) 485-2651
Pacific Area	Various	Marlene Greenfield	(310) 202-4518
Personnel Division (Civilian Employment Unit) (9/80 schedule available)	Day Watch	Kathy Sheehan	(213) 485-4084
Personnel Division (Medical Liaison Section)	Day Watch	Rachel Moody	(213) 485-4087
Rampart Area	Day Watch	Lt. Lehman	(213) 207-2100
Scientific Investigation Division (Criminalistics Lab) (Two positions)	Day Watch	VaLoy Aybar	(213) 847-0031
Scientific Investigation Division (Photographic Unit)	Various	David Adkins	(213) 485-2541
Scientific Investigation Division (Valley Section)	Day Watch	Debbie Daniels	(818) 756-8389
77th Street Area	Day Watch	Denise Smith	(213) 485-4185
Training Division (4/10 schedule available)	Day Watch	Denise Sinclair	(310) 342-3001
Van Nuys Area (Detective Section)	Day Watch	Mona Hanna or Linda Urquidez	(818) 756-8371

CLERK TYPIST (CONT'D)

West Valley Area
(Records Unit)

Day Watch

Janet Griffiths

(818) 756-8551


MAINTENANCE LABORER

Training Division
(Davis Training Facility)
(4/10 schedule available)
(Two positions)

Day Watch

Sgt. Bogstad

(818) 832-3744


THOM BRENNAN Police Administrator
Commanding Officer
Personnel Division

Distribution "B"
Disk: PAYGRADE

PERSONNEL AND TRAINING BUREAU
PERSONNEL DIVISION

APR 11 2003

NOTICE

April 6, 2003

TO: All Commanding Officers

FROM: Commanding Officer, Personnel Division

SUBJECT: **CIVILIAN PAYGRADE ADVANCEMENT AND TRANSFER OPPORTUNITIES NOTICE**



NOTIFICATION OF VACANCIES

Commanding Officers shall cause this notice of "Advancement and Transfer Opportunities" to be posted in a designated, conspicuous location on the divisional bulletin board for a one-week period and cause a copy to be placed in the Career Opportunities Binder.

Commanding Officers who have, or anticipate, a civilian vacancy must request an exemption to the freeze in order to fill the position through certification of an eligible list, interdepartmental transfer or paygrade advancement. To advertise for any civilian vacancy, a Request for Advertisement of Vacant Civilian Position, must be forwarded through the chain of command to Civilian Employment Section, Personnel Division. Electronic forms for requesting advertisements can be requested from Civilian Employment Section at (213) 485-4084.

Applicants with a medical limitation may, with reasonable accommodations, be capable of performing the essential duties of all/some of the positions in this advertisement. Such determinations will be made on an individual basis in light of the applicant's limitations, the requirements of the position, and the Department's ability to effect reasonable accommodations to the applicant's limitations.

TRANSFER INFORMATION DEADLINE – April 11, 2003
TRANSFER PUBLICATION DISTRIBUTION – April 24, 2003
TRANSFER EFFECTIVE DATE – May 4, 2003

THESE POSTIONS ARE EXEMPTED FROM THE MAYOR'S HIRING FREEZE

SENIOR SYSTEMS ANALYST II

Emergency Command Control Communications System	Day Watch	Sgt. Miles	(213) 847-4735
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MANAGEMENT ANALYST II

Inspector General	Day Watch	Yoland Mendo or Donna Munoz	(213)473-5063
Risk Management Group	Day Watch	Melissa Krance	(213) 978-2106

COMMISSION EXECUTIVE ASSISTANT II

Police Commission (9/80 schedule available)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
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EXECUTIVE SECRETARY II

Chief of Staff	Day Watch	Sgt. Plows	(213) 485-1151
Inspector General (Will consider Exec. Sec. examination candidate on an emergency appointment.)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5067

CLERK TYPIST

Inspector General	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
West Los Angeles Area (Records Unit) (Four positions)	Various	Detra Kelly	(310) 575-8406

THESE POSITIONS ARE NOT EXEMPTED FROM THE MAYOR'S HIRING FREEZE

Assignment to the following positions through appointments from Civil Service list, promotion, reversion and paygrade advancement cannot be made without specific authorization from the Mayor. Only lateral transfers to these positions within the Department are exempt from the hiring freeze.

SENIOR MANAGEMENT ANALYST I

Commission Investigation Division (Alarms Section)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
Operations-Valley Bureau (Bureau COMPSTAT/CAD Coordinator)	Day Watch	Det. Neglia	(818) 756-8063

MANAGEMENT ANALYST II

Central Traffic Division (Area Adjutant)	Day Watch	Sgt. Wallace	(213) 485-5107
Continuing Education Division (9/80 or 4/10 schedule available)	Day Watch	Norma Delhagen	(213) 485-3149
Foothill Area	Day Watch	Jin Kim	(818) 834-3115
Hollenbeck Area (Detective Adjutant)	Day Watch	Elisa Torres	(323) 526-3010
Hollywood Area (CAD Unit)	Day Watch	Diane Diaz	(213) 485-6415
Information Communication Services Bureau	Day Watch	Anita McKeown	(213) 847-3836
Inspector General	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063

MANAGEMENT ANALYST II (CONT'D)

Management Services Division (Forms Unit) (4/10 schedule available)	Day Watch	Cheryl Masters	(213) 485-2633
Management Services Division (Deployment and Design Unit)	Day Watch	Sgt. Oka	(213) 485-4111
Newton Area (Detective Adjutant) (CAD Unit) (9/80 schedule available) (Two positions)	Day Watch	Lt. Prideaux	(323) 846-6589
Southeast Area	Day Watch	Donna Shibuya	(213) 485-6925
Southwest Area (CAD Unit)	Day Watch	Det. Garrido	(213) 485-2710
West Los Angeles Area	Day Watch	Ofcr. Cortina	(310) 575-8400

EXECUTIVE SECRETARY II

Consent Decree Bureau	Day Watch	Sgt. Kenney	(213) 473-4351
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MANAGEMENT ANALYST I

Commission Investigation Division (Alarms Section) (Permits Section) (Three positions) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
Emergency Command Control Communications System Division	Day Watch	Sgt. Miles	(213) 847-4735
Continuing Education Division (Career Development Unit) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Yolanda Jaimez	(213) 485-8777
Information Technology Division (Seven positions) (Parking available)	Day Watch	Joyce Richardson	(213) 847-7905
Jail Division (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Mary Keating	(213) 485-2545
Narcotics Division (CAD Unit) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Det. Cooper	(213) 847-0180
Personnel Division (Civilian Employment Unit) (Police Student Worker Coordinator) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Kathy Sheehan	(213) 485-4084
Records and Identification Division	Day Watch	Carl Paneno or Remi Craig	(213) 485-2605

MANAGEMENT ANALYST I (CONT'D)

Southeast Area (CAD Unit) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Donna-Marie Shibuya	(213) 485-6925
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Van Nuys Area (CAD Unit) (Will consider Management Assistant or Management Aide in lieu) (9/80 schedule available)	Day Watch	Gina Gautier	(818) 756-7760
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Wilshire Area	Day Watch	Lt. Ludwig	(213) 473-0425
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PRINCIPAL CLERK POLICE II

Communications Division	Day Watch	Lt. Mealey	(213) 978-6585
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SECRETARY

Behavioral Science Services	Day Watch	Cookie Longacre	(213) 485-2620
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Pacific Area	Day Watch	Sgt. Deming	(310) 202-4571
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Van Nuys Area	Day Watch	Rebecca Buchak	(818) 756-9952
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MANAGEMENT AIDE

Jail Division	Day Watch	Mary Keating	(213) 485-2551
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Valley Traffic Division	Day Watch	Cathy Poulos	(818) 756-8722
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West Traffic Division	Day Watch	Adriane Ables	(213) 473-0220
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SENIOR CLERK TYPIST

Hollenbeck Area	Day Watch	Elisa Torres	(323) 526-3010
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Jail Division	Day Watch	Mary Keating	(213) 485-2545
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Operations-Headquarters Bureau	Day Watch	Sgt. Vielma	(213) 485-6812
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SECURITY OFFICER

Metropolitan Division	Various	Lt. Incontro	(213) 485-5909
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Training Division (Davis Training Facility) (4/10 schedule available) (Three positions)	Various	Sgt. Leuck	(818) 832-3751
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GARAGE ATTENDANT

Air Support Division	Day Watch	Sgt. DeMolina	(213) 485-2011
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CLERK TYPIST

Behavioral Science Services (Employee Assistance Unit)	Day Watch	Sgt. Maltez	(213) 485-0703
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CLERK TYPIST (CONT'D)

Central Area	Day Watch	Sgt. Deschryver	(213) 485-3291
Commission Investigation Division (Records Unit) (Two positions)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
Continuing Education Division (9/80 or 4/10 schedule available)	Day Watch	Norma Delhagen	(213) 485-3149
Detective Headquarters Division (DA Liaison Unit) (9/80 schedule available)	Day Watch	Det. Heatherington	(213) 485-4216
Detective Headquarters Division (Court Liaison Unit)	Day Watch	Det. Washington	(213) 485-4201
Facilities Management Division (Prop Q Renovation Unit)	Day Watch	Cora Constantino	(213) 847-1439
Fiscal Operations Division (Appropriation Unit)	Day Watch	Juliet Chung	(213) 485-2693
Fiscal Operations Division (Payroll Unit)	Day Watch	Renita Shaw	(213) 978-6683
Harbor Area (Records Unit)	Various	Sheila Woolfolk	(310) 548-7614
Hollywood Area (Records Unit) (Area Office) (Two positions)	Day Watch	Hope Leal	(213) 485-4311
Information Technology Division	Day Watch	Lorie Tubil	(213) 473-4282
Information Technology Division (Four positions)	Day Watch	Joyce Richardson	(213) 847-7905
Internal Affairs Group	PM Watch	Linda Ramirez	(213) 485-4152
Jail Division (Two positions)	Day Watch	Camille Brausam	(213) 485-2547
Juvenile Division	Day Watch	Det. Martinez	(213) 485-2801
Narcotics Division (Three positions)	Various	Det. Flynn	(213) 485-3835
Operations-Central Bureau	Day Watch	Agnes Sy	(213) 485-2651
Personnel Division (Civilian Employment Unit) (9/80 schedule available)	Day Watch	Kathy Sheehan	(213) 485-4084
Rampart Area	Day Watch	Lt. Lehman	(213) 207-2100
Risk Management Bureau	Day Watch	Mary Koumashian	(213) 847-8900

CLERK TYPIST (CONT'D)

Risk Management Group (9/80 & 4/10 schedule available)	Day Watch	Lt. Hees or Sgt. Rose	(213) 473-4210
Scientific Investigation Division (Criminalistics Lab) (Two positions)	Day Watch	VaLoy Aybar	(213) 847-0031
Scientific Investigation Division (Photographic Unit)	Various	David Adkins	(213) 485-2541
Training Division (4/10 schedule available)	Day Watch	Denise Sinclair	(310) 342-3001
Van Nuys Area (Records Unit) (Two positions)	Various	Madelen Davis	(818) 756-8313
Van Nuys Area (Detective Section)	Day Watch	Mona Hanna or Linda Urquidez	(818) 756-8371
West Valley Area (Records Unit)	Day Watch	Janet Griffiths	(818) 756-8551

MAINTENANCE LABORER

Training Division (Davis Training Facility) (4/10 schedule available) (Two positions)	Day Watch	Sgt. Bogstad	(818) 832-3744
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THOM BRENNAN, Police Administrator
Commanding Officer
Personnel Division
Distribution "B"
Disk: PAYGRADE